

Human Ressources

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Human Resources

Overview: Jobs in this sub-job family have two areas of accountability, namely providing high-quality personnel services and acting as a proactive internal consultant, working with other IPC divisions to develop and implement processes, policies, and procedures which support the development of a motivational organizational environment where levels of performance are maximized, and the organisation's human capital is developed to its maximum potential. Jobs at high levels of the sub-job family apply professional human resource expertise and high levels of analytical and innovative thinking to provide sound professional advice to support management. Jobs in the sub-job family are predominantly differentiated by the complexity of tasks undertaken, supervisory scope, the magnitude of the allocated area of responsibility and the skills and experience needed.

PASTEUR NETWORK

| Level | Profile | Purpose |
|-------|---|---|
| 1 | Human Resources Executive | Job holders at this level work within a tightly controlled procedural framework to support HR activities and projects. The focus of job holders at this level is on supporting recruitment activities. |
| 2 | Senior Human Resources Executive | Jobholders at this level carry out HR tasks independently but are subject to supervision. They participate in projects pertaining to a specific HR function and develop their own professional expertise. Jobholders may have responsibility for the instruction and guidance of other junior officers engaged in routine work. |
| 3 | Deputy Human Resources Manager | Jobholders at this level are experienced professionals capable of operating with minimal supervision and working within guidelines and procedures. The job holder would be expected to provide advice and guidance and undertake specific responsibilities for the provision of an HR service (i.e., HR systems as well as compensation and benefits programme) demonstrating a good understanding of the concepts involved, the various related processes, and how these impact the business. Job holders may have responsibility for the instruction and guidance of other HR officers. |
| 4 | Human Resources Manager | Jobholders at this level are responsible for leading the HR department to deliver HR services to IPC from a significant area of technical expertise. This involves providing leadership to the department, supervising HR activities and developing HR policies and procedures. The jobholder might act as an internal consultant and facilitator by responding to complex HR-related inquiries or requests. Jobs at this level might be regarded as a source of expertise and are responsible for implementing operational plans |

Level 2: Senior Human Resources Executive

Job Purpose:

Jobholders at this level carry out HR tasks independently but are subject to supervision. They participate in projects pertaining to a specific HR function and develop their own professional expertise. Jobholders may have responsibility for the instruction and guidance of other junior officers engaged in routine work.

Accountabilities:

| Description | Key Result Areas |
|---|---|
| 1. Responding to basic inquiries, requests, and complaints to ensure prompt and informed responses and services to colleagues. | <ul style="list-style-type: none"> Prompt response rate to inquiries and requests. Feedback from colleagues |
| 2. Assist senior colleagues on activities and projects on a specific HR domain, contributing to the successful completion of the activity/project at stake. | <ul style="list-style-type: none"> Provision of proactive assistance. Feedback from senior colleagues. |
| 3. Organize the logistical aspects of activities and projects across the HR function as per the set guidelines to ensure the smooth flow of the activity/project at stake. | <ul style="list-style-type: none"> Adherence to set guidelines. Feedback from activity/project owners. |
| 4. Ensure the maintenance of relevant HR and employee files and information accurately and in line with procedures to ensure file completeness and accuracy for any future reference. | <ul style="list-style-type: none"> Employee/HR file accuracy. |
| 5. Provide feedback on the development of new HR processes, systems or procedures and the improvement of existing ones to meet the changing requirements of the employees. | <ul style="list-style-type: none"> Quality of feedback and recommendations. |

Qualifications & Experience:

- Bachelor's Degree in HR or related field
- 2 - 3 years of experience

Technical Competencies:

- In-depth understanding of the organization's strategic goals and alignment of HR initiatives with overall business objectives.
- Experience in end-to-end recruitment, including workforce planning, sourcing, interviewing, and selection.
- Able to handle complex employee relations issues and provide guidance on dispute resolution.
- In-depth knowledge of compensation structures and benefits administration.

Behavioural Competencies:

- Demonstrates leadership qualities and the ability to guide and mentor junior HR staff.
- Able to effectively influence stakeholders and negotiate solutions to HR-related challenges.
- Strong collaboration skills, working effectively as part of cross-functional teams.
- Excellent communication skills to articulate HR strategies and initiatives to various stakeholders.
- Strong problem-solving skills to address complex HR challenges.

Representative Jobs:

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