

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 3: Deputy Human Resources Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Optimize HR system functionality through regular maintenance, updates, and technological improvements to enhance process efficiency.	<ul style="list-style-type: none"> • System uptime • User satisfaction • Efficiency gains in HR processes.
2. Design and implement competitive employee compensation and benefits programs, staying current with industry trends and legal requirements.	<ul style="list-style-type: none"> • Market competitiveness of compensation and benefits structure • Adherence to legal requirements
3. Ensure compliance with labour laws for employee compensation and benefits by regularly updating organization policies and addressing any identified issues promptly.	<ul style="list-style-type: none"> • Compliance with labour laws and regulations related to compensation and benefits. • Timely resolution of compliance issues
4. Communicate changes in compensation and benefits policies clearly and promptly, while developing and delivering effective training programs to ensure employee understanding and satisfaction.	<ul style="list-style-type: none"> • Enhanced employee understanding and satisfaction with compensation and benefits through effective communication and training.
5. Provide HR advice to internal customers by responding to simple inquiries, requests, and complaints to ensure prompt and informed responses to internal customers.	<ul style="list-style-type: none"> • Prompt response rate to inquiries and requests. • Feedback of internal customers.
6. Assist in the development of new HR policies, processes, systems or procedures to meet the changing requirements of the customer/business/legislation.	<ul style="list-style-type: none"> • Appropriateness of input. • Number of new ideas/proposals.
7. Actively participate in external HR-related events (job fairs, presentations, seminars, etc.) to adequately represent the HR department and reflect a favourable image of IPC in the wider community.	<ul style="list-style-type: none"> • Adequate representation of the HR department. • Favorable reflection of IPC image.

Qualifications & Experience:

- Bachelor's degree in HR or related field
- 4 - 6 years of experience in HR

Technical Competencies:

- Proven experience in providing HR leadership with a track record of aligning HR strategies with organizational objectives.
- Experience contributing to the development and execution of overall business strategies.
- Strong understanding of labour laws and experience in managing labour relations, including negotiations and dispute resolution.

Behavioural Competencies:

- Critical Thinking: Ability to think critically and contribute to the development of organizational strategies.
- Problem-Solving Skills: Strong problem-solving skills with the ability to address complex HR issues and make decisions.
- Communication Skills: Exceptional communication skills, both verbal and written, with the ability to convey complex HR concepts to diverse audiences.
- Collaborative: Strong collaboration skills, with the ability to work effectively with cross-functional teams.
- Leadership Skills: Proven leadership skills in leading and developing a high-performing HR team.

Representative Jobs:

- Deputy Human Resources Manager