

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.

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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 4: Human Resources Manager

Job Purpose:

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

Accountabilities:

Description	Key Result Areas
1. Manage the HR division and supervise the activities and work of subordinates to ensure that all issues and problems are resolved rapidly and effectively and subordinates adhere to internal operational policies and procedures.	<ul style="list-style-type: none"> Audit of adherence to policies and procedures. Internal/external customer feedback. Team productivity and area effectiveness.
2. Provide leadership to the department (i.e. setting individual objectives, reviewing performance and providing ongoing feedback on a formal and informal basis) so that all subordinates are aware of what they are required to achieve and how they are performing against their objectives.	<ul style="list-style-type: none"> Individual objectives written for all subordinates within the timescales of the IPC's performance management process. Frequency of performance feedback meetings with direct reports.
3. Develop the HR department's overall policies and procedures to ensure compliance of all personnel with set policies and procedures and also with regulations.	<ul style="list-style-type: none"> Adequate policies and procedures in place. Compliance of personnel with policies/procedures and sector regulations.
4. Provide advice to senior management by responding to complex inquiries, requests, and complaints to ensure prompt and informed responses to upper management.	<ul style="list-style-type: none"> Prompt response rate to inquiries and requests. Feedback from upper management.
5. Develop and execute strategic HR initiatives aligned with organizational goals and priorities, ensuring HR practices contribute to overall business success.	<ul style="list-style-type: none"> Alignment of HR initiatives with business objectives, measured through KPIs and overall organizational success.
6. Ensure IPC's adherence to labor laws and regulations, collaborating with the Ministry of Work to maintain compliance levels and update policies as needed.	<ul style="list-style-type: none"> Successful completion of labour law audits, timely policy updates, and resolution of compliance issues.
7. Implement policies promoting inclusivity, specifically addressing the requirement from the Ministry of Social Affairs to involve disabled persons.	<ul style="list-style-type: none"> Increased representation of disabled persons in the workforce, positive feedback

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	on inclusivity initiatives, and compliance with ministry requirements.
8. Collaborate with IP Paris for potential candidate referrals and networking opportunities, expanding the candidate pool for specific positions.	<ul style="list-style-type: none"> Number of potential candidates referred by IP Paris, successful placements from the collaboration, and the diversity of the candidate pool.

Qualifications & Experience:

- Bachelor's Degree in HR discipline
- 8 - 10 years of experience in HR
- Experience in a supervisory role in HR

Technical Competencies:

- Proven experience in providing strategic HR leadership with a track record of aligning HR strategies with organizational objectives.
- Experience contributing to the development and execution of overall business strategies.
- Proficiency in managing employee relations issues, conducting investigations, and implementing solutions.
- Knowledge of employment laws and regulations and experience in ensuring HR policies and practices comply with relevant legislation.

Behavioral Competencies:

- Leadership Skills:** Demonstrated leadership skills with the ability to guide and motivate the HR team.
- Communication Skills:** Effective communication skills, both verbal and written, to communicate HR policies, procedures, and initiatives clearly to employees and stakeholders.
- Problem-Solving:** Strong problem-solving skills to address HR challenges and implement effective solutions.
- Collaborative:** Ability to collaborate with other departments and work as part of a cross-functional team.
- Influencing Skills:** Ability to influence stakeholders both internally and externally and negotiate solutions to HR-related challenges.

Representative Jobs:

- Human Resources Manager