



JOB DESCRIPTION

Position Title	:	HR Business Partner/ Supervisor
Department	:	Human Resources
Report to	:	HR Manager
Reportee (if any)	:	N/A
Location	:	Phnom Penh, Cambodia

I. Position Summary:

Under the supervision of the HR Manager, develop strategies to improve staff engagement and manage programs designed to foster team members, including but not limited to, training, retention, recognition, learning and development, diversity, wellness, ESG program (Environmental, Societal and Governance UP Framework) and other activities aimed at creating a positive UP workplace environment. Oversee the HR office's daily operations, which requires close coordination with Faculties and Departments at UP.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

01. Staff Engagement

- In collaboration with the HR Manager, develop data driven strategies drawing on metrics, customer feedback and benchmark to identify areas for employee experience improvement
- Develop and enhance employee feedback mechanisms to understand the felt experience of staff at key “moments that matter” in the employee lifecycle
- Be the employee health and wellbeing expert, representing UP staff wellbeing by attending and contributing to meetings across the university
- Drive the wellbeing and employee experience agenda, leading and implementing project work in the delivery of strategic ESG projects
- Develop, execute, and evaluate internal communication plan to ensure the UP vision, values, initiatives and organizational information are communicated regularly and effectively
- Optimize training and development to maximum performance, retention and job growth
- Lead the development and execution of employee engagement programs and foster the UP's culture ensuring all initiatives/activities are promoted and delivered
- Manage and oversee the employee recognition program
- Organize employee special events, including but not limited to team building, UP events and staff engagement activities
- Assess programs, feedback and involvement in considering creative ideas and needs

02. ESG

- Understand, interpret and apply general and specific administrative and departmental policies and procedures to ensure compliance with ESG at UP
- Coordinate with and assists the HR Manager and Operations management on matters such as transportation, environmental, energy, water, waste, planning and research for building and construction, and project preparation

03. Training

- Design, develop and implement employee learning programs that support leadership development, skills training and career growth

- Work with HR Manager and faculties/Departments to customize programs to UP needs, including the development of supervisors and Managers
- Assess workforce needs and effectiveness through data analysis, employee surveys and UP assessments

04. Compliance

- Have a clear understanding of the employment and labor laws in Cambodia (wide range of obligations, employees requirements, types of employment contracts, statutory leave entitlements, social security contributions, termination procedures, etc...)
- Work collaboratively with colleagues to maintain a professional and supportive team environment
- Awareness of environmental and sustainability issues and a commitment to the UP strategic plan with respect to the performance
- Perform other related duties and assume additional responsibilities as assigned by the HR Manager

III. Minimum Qualifications and Requirements:

1. Experience:

- Minimum 3-year experience in HR/Admin

2. Education:

- Bachelor's Degree of Human Resources Management or in a relevant discipline

3. Skills/Competencies:

- Good computer skills: MS Office, Internet and Email
- Ability to communicate effectively both orally and in writing English & Khmer
- Knowledge of organizational learning, talent development and training best practices
- Knowledge of chagement management, culture transformation and employee engagement strategies
- Knowledge of workforce planning, leadership development and performance management

4. Personal Quality

- Patience, hardworking and commitment to UP's vision, mission and values
- Commitment to high levels of customer service and providing a positive employee experience
- Commitment to continuous improvement and creative ways of working