

JOB DESCRIPTION

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

I. Position Summary:

Under the direct supervision of the HR Manager and in collaboration with HR Coordinators, the HR Officer provides essential day-to-day administrative and operational support across core HR functions, including personnel record management, recruitment logistics, onboarding, attendance and leave tracking, casual staff documentation, statutory compliance, employee benefits administration, and staff engagement activities. The position requires high accuracy, confidentiality, excellent customer service to internal staff, and close coordination with all Faculties and Departments across the University of Puthisastra (UP).

II. Duties and Responsibilities:

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

HR Operations & Personnel Records Administration

- Maintain accurate and complete physical personnel files and digital employee records in UPERP / HRIS system in strict confidentiality
- Assist in preparing HR documentation in a timely manner
- Track employee probation periods, contract end dates, and facilitate performance evaluation workflows with relevant line managers
- Process daily HR requests and maintain up-to-date staff databases, organizational charts, and contact directories

Recruitment & Onboarding Support

- Coordinate job posting placements on UP career channels, social media, and local recruitment platforms
- Screen applications, schedule candidate interviews, prepare interview materials, and send invitations and outcome notifications
- Coordinate pre-employment documentation, background checks, reference checks, and IT/facilities setup for new hires
- Assist in facilitating UP HR orientation sessions and ensure seamless onboarding for foreign and Cambodian staff

Attendance, Leave & Payroll Support

- Monitor and compile monthly attendance, leave requests, and overtime records across all academic and administrative departments
- Assist in gathering and organizing casual lecturers' contract documentation, teaching log sheets, and claim forms for payroll processing
- Provide verified data and supporting documents to the C&B / Payroll team to ensure accurate and timely monthly salary processing

Compliance & Government Relations

- Assist in collecting required documentation for staff Cambodian Employment Cards, Foreigner Work Permits, and Visas
- Support NSSF registration, card distribution, claims processing, and health insurance enrollment for eligible staff
- Help prepare documentation for MLVT staff movement declarations and ensure compliance with Cambodian Labor Law guidelines

Staff Engagement, Training & ESG Support

- Assist in organizing university staff engagement activities, special events, team-building sessions, and recognition programs
- Coordinate logistical arrangements, venue bookings, attendance tracking, and materials for internal and external training programs
- Support HR team initiatives related to ESG (Environmental, Social, and Governance) principles and workplace wellness

General Responsibilities

- Serve as a primary front-line contact for general staff inquiries regarding HR policies, procedures, and routine requests
- Work collaboratively with colleagues to maintain a professional, supportive, and positive team environment
- Demonstrate awareness of environmental and sustainability issues and commitment to the UP strategic plan with respect to performance
- Perform other related duties and assume additional administrative responsibilities as assigned by the HR Manager and HR Coordinators

III. Minimum Qualifications and Requirements:

Experience:

- Minimum 1 to 2 years of experience in HR administration or general operational support (experience in higher education is an advantage)

Education:

- Bachelor's Degree in Human Resources Management, Business Administration, English, or a relevant discipline

Skills/Competencies:

- Good computer skills: MS Office (Word, Excel, PowerPoint), Internet, Email, and familiarity with HR databases / ERP systems
- Ability to communicate effectively both orally and in writing in English & Khmer
- Basic understanding of Cambodian employment law and statutory HR administrative requirements
- Good organizational and time management skills with strong attention to detail and accuracy
- Strong interpersonal skills with the ability to handle confidential information with high discretion and integrity

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
- Proactive attitude, strong problem-solving skills, and commitment to continuous improvement and creative ways of working