



## Announcement of Job Opening – Human Resources Manager

The Centre for Peace and Conflict Studies (CPCS) is recruiting for the position of *Human Resources Manager*.

### About CPCS

The Centre for Peace and Conflict Studies (CPCS) is home to interconnected programs that invest in *Leadership and facilitation for lasting peace in Asia*. CPCS interventions focus on **leadership, learning, analysis, and facilitation**, using our experience as well as connections across the region as resources to support new thinking, new relationships, and new interventions. Specifically, we aim to: Engage in systematic **Analysis and facilitation** for practical conflict resolution, by accompanying regional and national conflicts in Asia; invest in peace **leadership** for conflict transformation, through academic, diplomacy, and peace leadership courses; and connect practical **learning** for pragmatic change, connecting academics and practitioners from across the regional to share learning and best practices.

CPCS is based in Cambodia and works across Asia, with dedicated programs on Korea, Myanmar, the Philippines as well as regional conflicts. Interventions are grounded in ongoing analysis involving diverse stakeholders, sharing and triangulating information, and connecting different information and perspectives. This informs a complex and nuanced analysis to help stakeholders connect the dots, deepen their understanding, and inform strategic interventions. CPCS facilitates meetings between and amongst key stakeholders, to align efforts to reduce violence. CPCS work is demand driven and responds to needs and requests from partners, drawing on CPCS' technical expertise in peacebuilding, mediation, and conflict transformation. Interventions must be flexible and adaptable to respond to shifting dynamics.

CPCS is a value driven organization; these core values guide our interventions, partnerships, and culture. Our values are:

- **Grounded:** We are committed to mindful interventions into armed conflict. We design programs rooted in ongoing and evolved analysis.
- **Excellence:** We are highly motivated and dedicated to outstanding work. We are committed to strategic, innovative conflict transformation.
- **Trust:** CPCS' relationships with our partners and each other are heartfelt and respectful. We practice empathy and solidarity.
- **Courageous:** CPCS is dynamic, accepts challenges, perseveres, and pushes boundaries. We are generous with our support and encourage each other.
- **Continued Learning:** CPCS critically reflects and evaluates our methods programmes, and goals. We share our work experiences. Our learning is reflected in our programmes. We learn from innovative approaches of others.

### About the Position

The Human Resource Manager is a leader in promoting CPCS's values and oversees CPCS recruitment, performance management, staff compensation and benefits, and compliance to Cambodia's Labor statutes.



The Human Resource Manager is responsible for maintaining and enhancing the organization's human resource by ensuring staff's work and life balance, generate a conducive and productive workplace by creating the community feeling in CPCS where all staff know their rights and responsibilities and each staff has way to express their concerns. The Human Resource Manager is involved in all legal compliance and administration of human resource requirements.

This position reports to the Administration Manager.

#### Expected Duties and Responsibilities

- Ensure CPCS has clear and up to date HR policies and procedures that are compliant to Cambodia's employment requirement, well implemented and supportive to CPCS core values and over all mission;
- Lead in recruitment processes with hiring directors/managers following CPCS hiring procedures and in new hire induction and onboarding;
- Cover all areas of compliance with Cambodia's employment laws and requirement such as foreigner work permit, Khmer work employment book, staff turn-over, etc.;
- Prepare employment contract, consultancy contract and internship contract;
- Research, analyse and propose compensation and benefit pay packages;
- Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources, staff management and employment law;
- Create and initiate learning and development programs for staff development;
- Oversee employee's disciplinary meetings, investigations and terminations;
- Organize and maintain personnel records;
- Keep record of staff on travel including destination country, address of accommodation and contact details;
- Ensure all staff are registered and covered by insurance;
- Update CPCS organization chart;
- Process and administer ACTS students' accidental insurance during in-person modules;
- Provide timely support to all CPCS staff on all possible human resource concern;
- Promotion of staff well-being in the work place by creating a work friendly environment;
- Perform other duties as determined by the CPCS Executive Director and/or CPCS Co-directors

#### Essential Skills & Experience

- **Education:** Masters degree in Human Resource Management or Business Administration or related field preferred; strong candidates with Bachelor's degree with minimum five years experience will be considered.



- **Work Experience:** For applicants with Masters degree, at least three years practical experience in human resource management and in executing tasks similar to those described above. Experience of working with a Non-Governmental Organisation (NGO) in Asia or other international setting is an advantage; experience in peace building / conflict manage setting is desirable.
- **Values Oriented** – It is essential that the candidate have a strong sense of personal values and principles, which align with CPCS values and ethos.
- **Required Disposition** – Proactive, action oriented, with ability to follow up and respond quickly to new opportunities. Ability to manage ambiguity and changing priorities; maturity in managing self to balance energy. Actively seeks and shares feedback. A high level of emotional intelligence, interpersonal skills, and the ability to adapt cross-cultural settings, including working within multiple cultural contexts simultaneously.
- **Organisational Skills:** Must be highly motivated, hard-working, well organised and detail-oriented. Demonstrated commitment to excellence. Ability to meet short- and long-term deadlines with minimal supervision.
- **Relationship building skills:** Ability to develop and manage strong relationships with diverse partners and multiple stakeholders; ability to networks
- **Communication Skills:** Must have articulate and tactful oral and written communication skills with a strong command of both Khmer and English languages.
- **Confidentiality:** Protects the organisation and its operations by ensuring the confidentiality of sensitive information.

This position is full time, based in Siem Reap, Cambodia. Preference will be given to Cambodian candidates. Compensation package includes salary (less Cambodia income withholding taxes), savings and pension contributions, health insurance, working documents. Salary is commensurate with experience.

To apply, submit letter of interest and CV/Resume, including three references, to [centrepeaceconflictstudies@gmail.com](mailto:centrepeaceconflictstudies@gmail.com)

Only short-listed candidates will be contacted to interview.