
Job offer : HR Specialist - Recruitment

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HR Specialist - Recruitment

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps 7,000 children and 7,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 8 staff at the headquarters in France. 500 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

Job location : Phnom Penh Cambodia

Start date : 01-05-2022

Job description :

- To takes the ownership of developing and implementing the overall recruitment strategy

includes, workforce planning;

- Developing and implementing appropriate methods and effective processes.
- Engaging with internal and external stakeholders to strengthen resource network;
- Developing a pool of qualified candidates in advance and increasing overall quality of recruitment.
- Administering all recruitment processes including update recruitment database/status.
- Prepare job announcement, join interview, on-board paperwork, and prepare employment contracts.

Missions :

- Develop and update recruitment tools and strategy
- Lead in the preparation and implementation of the annual cycle of budgeting and workforce planning, for positions, proactive recruitment for new position approved
- Develop required tools, templates and annual recruitment strategy in consultation with relevant stakeholders.
- Be an excellence recruitment administration and coordination: Source adequate number of candidates through recruitment sources including posting the vacancies internally and/or externally.
- Manage and handle the HR Agency partnership, recruitment communication with other external, sourcing pools and present the longlisted/shortlisted candidates to hiring managers in timely manner
- Participate in the interview process as an interview panel by ensuring the right candidates are selected following the selection criteria
- Prepare and send the appointment/contract letters to selected candidates with relevant supporting documents
- Handle candidates with care: Provide feedback to candidates on interview results and selection decisions.

Profile :

Education

- University Degree in Human Resource Management, Accounting or relevant field

Experience

- Minimum of three years experiences in resourcing or HR-related field.
- Experience of using HRIS is an advantage

Skills

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- Microsoft Office program, Ms. Word, Excel, and Email...Etc
 - Good level of English, French is an advantage.
 - Strong communication and interviewing skills

Specific Technical Competencies

- Experience of working with external networks, recruitment agencies and other resourcing channels that are relevant to PSE programs operations.
- Ability to build strong working relationships, gaining trust and mutual respect.
- Be honest, team work and willingness to work under tight schedules

Attitudes

- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with change process.
- Ensuring timely, high quality results. Being a role model for continuous learning and improvement.

Details and contacts :

www.pse.ngo for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

Status :
Contrat local

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