

Compensation & Benefit Manager (Urgent): (1 position) base in Phnom Penh (Local Only)**Presentation of PSE**

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 suffering acute hardship by reintegrating them into society and leading them to decent, skilled and well remunerated jobs. Recognized by the local authorities, PSE is working with full respect of the country, with the Cambodians, and thus supports sustainable development. PSE is operating six main programs: nutrition, healthcare, protection and accommodation, general education, vocational training and family support. PSE is taking care of more than 6,500 children and more than 4,600 graduates from PSE Vocational Training program already have successfully integrated the job market with a real qualified position. PSE employs more than 600 people in Cambodia (Phnom Penh mainly) and 4 staff at the headquarter in France. 300 volunteers in different countries are actively working on making the organization known, on fundraising donations and sponsorships. In 2000, PSE was awarded the French Human Rights Prize by the French Republic.

Main Responsibilities:

- S/he will be responsible to manage key functions of human resources of entire PSE, including: Personal administration (HRIS), Insurance (NSSF and Forte), Budget and Compensation to ensure effective and accurate statistics report, monthly payroll and budget monitoring in accordance to PSE policies and procedures.
- Maintain the update on C&B policies and procedures;
- Ensure all PSE staff are well aware of PSE C&B procedures and requirements;
- Timely monitor all staff movements (resign/terminate contract, transfer and extend contract, probationary period) to be properly documented and filed;
- Manage HRIS in coordinating with IT department to ensure the system functioning well and PSE staff has knowledge and skill to use the system;
- Monitor the implementation and modification of the HR system according to the actual HR operations needs.
- Verify monthly payroll for all staff (full-time, part-time, sub-contract) to ensure timely and accurate payment of salary and benefits.
- Support HR Director to do salary and benefits market surveys, job evaluation and remuneration adjustment.
- Manage the insurances (NSSF and Forte, expat insurance) for all PSE's staff.
- Ensure an accurate declaration of tax on salary and fringe benefits in compliance with taxation law.
- Consolidate the preparation of annual WFP from all departments and generate the global staff costs for financial budgeting.
- Ensure the effective implementation of WFP by monitoring the compliance with the approved WFP and budget. This includes the analysis of variance between WFP and actual expenses of WFP in each department on a monthly basis.
- Prepare monthly staff statistics report and provide HR data for PSE dashboard. Produce actual staff cost expense and other reporting.

Job Requirements:

- At least Bachelor degree in Human Resource Management, Finance or relevant field.
- 5 years experiences in Personnel Administration or HR-related field.
- Experience of developing and managing the HR Information System.
- Microsoft Office program, Ms. Word, Advanced Excel, HR System and Email...etc
- Very good level of English, French is an advantage.
- A good understanding of salary and benefits market surveys and benchmarking
- Ability to build strong working relationships, gaining trust and mutual respect with managers and directors.
- Be team player and willingness to work under tight schedules

Interested candidates please send your application (CV and Cover Letter) or application in hard copies to the below address before **15th July 2020**.

Email: recruitment@pse.ngo

Office Number: Contact Number: +855 (0)77 777 173 (extension: 111)

Contact Person: Mr. THOY Sopheak , HR & Resourcing Officer

Personal Number: 070 827 806/ 078 777686, Telegram: 070 827 806

Address of Organization: No. 402, Trea village, Sangkat Steung Meanchey, Khan Meanchey, Phnom Penh.

PSE employees at any levels ought to respect and follow the Child Protection Policies.

PSE is an Equal Opportunity Employer and as such does not discriminate against employees or applicants on any basis prohibited by law.

Qualified women and Disabled people are encouraged to apply.

➤ **Note: Only shortlisted candidates will be contacted for interview!!!**