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## Offre d'emploi : HR Specialist

### HR Specialist

Pour un Sourire d'Enfant (PSE) est une organisation à but non lucratif fondée par Christian et Marie-France des Pallières, présente au Cambodge depuis 1995. Sa mission est d'aider les enfants à sortir de la misère et de les conduire vers des emplois décentes, qualifiés et bien rémunérés.

Reconnue par les autorités locales, PSE travaille dans le respect du pays avec les Cambodgiens et s'inscrit ainsi dans une démarche de développement durable.

Six programmes principaux, adaptés aux besoins des enfants, ont été développés : alimentation, santé, protection, éducation et scolarisation, formation professionnelle et aide aux familles.

PSE aide 7 000 enfants et 7 000 diplômés du programme de formation professionnelle de PSE ont déjà réussi à intégrer le marché du travail avec un véritable poste qualifié. PSE emploie plus de 650 personnes au Cambodge (principalement à Phnom Penh) et 8 personnes au siège en France. 500 bénévoles dans différents pays travaillent activement à faire connaître l'organisation par le biais de collectes de fonds, de dons et de parrainages.

En 2000, PSE a reçu le prix des droits de l'homme de la République française.

Lieu du poste : Phnom Penh Cambodge

Date de début : 01-05-2022

Description du poste à pourvoir :

- 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;

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- 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.

#### Profil :

##### 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

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

Détail et contacts :

[www.pse.ngo](http://www.pse.ngo) for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to [recruitment@pse.ngo](mailto:recruitment@pse.ngo)

Statut :  
Contrat local

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