

Women's Media Centre of Cambodia (WMC)



JOB VACANCY

WMC is independent and non-partisan. As the Cambodia Women's Media Organization, it is dedicated to improving the status of women in Cambodia and "Making Gender Equality Possible in Cambodia" by:

- Employing both traditional and digital media outlets to educate, increase awareness of and lobby for protection of women's rights in Cambodian society; and
- Utilizing the multimedia to empower women by providing evident-based information on socio-economic issues impacting their lives, and by giving them a voice on these issues.

WMC is seeking a qualified Cambodian to fill the following positions:

HR & Admin Senior Officer

(1 position: Salary will be negotiated upon experiences)

Based in Phnom Penh

Post Purpose: The Admin & HR Senior Officer is required to work independently to lead the Admin & HR office, but under direct supervision of the Executive Director. She/he will work closely with the WMC's management team regarding the policy, administration, and human resource and procurement affairs. The Admin & HR Senior Officer will also be required to attend regular management team as minute taker. She/he will be not required to provide any inputs into strategic and managerial decisions made within the meeting.

In addition, the Admin & HR Senior Officer will mainly take responsibility for core works in relation with all human resources functions including staffing, performance appraisal and compensation, employee relations, internal communications, safety and health, as well as staff's training and development. The Admin & HR Senior Officer is as well accountable for all administration functions including procurement, maintenance of all services to staff and asset management.

<u>Main Responsibilities:</u>	<u>Qualifications required:</u>
<u>HR Unit</u> <ul style="list-style-type: none">• Responsible for the strategic HR planning and recruitment process, ensuring potential position openings, transferring vacancies, and arranging appointment of quality candidates for all the opening vacancies;• Assisted by Admin Officer, develops and runs a performance management and staff filing system including job description development/updating, performance appraisal, reward and compensation	<u>Education</u> <ul style="list-style-type: none">• Bachelor Degree (or equivalent) in HR Management or Business Administration or related field. <u>Experience</u> <ul style="list-style-type: none">• At least 5 years of relevant experience in HR & Admin. Experience with social enterprise is a plus. <u>Language Requirements</u>

policies and procedures;

- Assists other unit managers in all matters concerning staff, such as recruitment, performance review, capacity development, promotion, transfer, problem solving, termination etc;
- Coordinates, develops and updates relevant HR policies, as well as other organizational policies, guidelines and procedures;
- Is responsible for all communication aspects and affairs related to staff and organization works ensuring the team spirit within the organization.

Administration Unit

- Assisted by the Admin Officer, develops and updates the administration and procurement policies, procedures and guidelines and makes sure of proper compliance and application;
- Occasionally arranges and participates in procurement committee, if needed;
- Periodically checks procurement of office and program supplies, utilities, etc., as prepared by Admin Officer;
- Is responsible for the preparation of service contracts—negotiates and prepares contract with service contractors, and monitoring the quality of the service delivery;
- Supervises the Asset register maintenance by the Admin Officer, in accordance with WMC Finance Policy;
- Ensures appropriate procedures are followed when disposing of assets, and as required;

- Excellent command of written and spoken English and Khmer is required.

ICT Officer

(1 position: Salary will be negotiated upon experiences)

Based in Phnom Penh

Post Purpose: The ICT Senior Officer will implement multiplatform activities; maintain relevant websites, FB and Youtube of WMC and train staff in the use and maintenance of ICT and participatory online applications. The job also may call for work-related travel that will be undertaken as and when needed.

Main Responsibilities:

- Under broad direction, assist with the plan, design, analysis and maintenance processes to continually enhance online presences;
- Maintain and apply excellent skills and knowledge of online user experience design, covering graphic design, interaction patterns and usability, and apply those to projects and tasks;
- Prepare web templates, and maintain WMC websites through daily moderation and feedback;
- Collaborate on planning, implementing and documenting innovative social media strategies and lead training in social media technical skills.
- Monitor WMC Facebook and websites and assist in implementation of social media strategy.
- Share knowledge and skills with relevant staff and provide training to staff involved in moderating online;
- Provide ongoing technical training and coaching to staff as new technology arises or issues emerge.
- Undertake day-to-day ICT support of WMC staff, ICT systems including maintenance of WMC website.
- Plan the ICT budget and materials/equipment, and obtain competitive prices from suppliers, to ensure cost effectiveness;

Qualifications required:

Education

- At least a Bachelor's Degree in Computer Science, Information Technology or related.

Experience

- Demonstrated expertise in Web Scripting Technologies, designing, and planning the design of user experiences for websites and mobile.
- Demonstrated knowledge and understanding of media and technology in the Cambodian context, and an ability to translate that into user experience design.
- Demonstrated ability to foster an open and creative approach to web design and maintenance that shares ideas, skills and knowledge across teams.
- Experience in developing, maintenance and support of web-based, distributed, and multi-user systems.
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Language Requirements

- Good command of written and spoken English and Khmer

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| <ul style="list-style-type: none">• Researching and installing new systems. | |
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Women are encouraged to apply.

Interested candidates are requested to submit a covering letter, expected salary and detailed CVs with current photo to WMC office #19A, St. 564, Sangkat Boeung Kak 1, Khan Toul Kok, Phnom Penh, Tel: 023 881 497 or e-mail to hr-admin@wmc.org.kh/info@wmc.org.kh

For e-mail applications, please do not attach certificates and supporting documents.

All applications will be retained in WMC. Only short-listed applicants will be contacted for interview.

The closing date for applicants: **Friday, 15th September 2017 at 5.00pm.**