

JOB DESCRIPTION

Job Title:	Senior BC and PDM Officer	Ref.:	HRD-JD-001-03
Location:	Head Office	Revision date:	Dec 15 th , 2016
Duty station:	Human Resource Department	Job Level-Grade:	4A- Senior
Report to:	Head of Human Resource	Salary range:	
Subordinate(s):	N/A	Validated by:	CEO

I. JOB SUMMARY

The Senior BC and PDM Officer will be responsible for managing and administering all staff benefits and compensation, welfare program, and performance development and management. S/he also ensures the quality excellences and recognitions of all aspects of compensation & benefits, and performance development management so that Chamroeun has good processes and systems for its successful business operations.

II. JOB DUTIES & RESPONSIBILITIES

Description	% of Time
I. Compensation & Benefits: <ul style="list-style-type: none"> – Be responsible for coordinating with relevant departments and branches to collect information or data for preparing monthly staff payroll and managing all aspects of activities for monthly payroll generation (HRIS); – Be responsible for calculating a monthly staff performance incentives and grade promotions; – Be responsible for calculating of staff benefits and compensation as such 13th salary, annual branch and staff rewards and initiating service and seniority awards as well as ensuring effective management of staff exits including calculation and pay-out of final payment and/or termination benefits; – Assist HHR in preparing annual salary adjustments for staff in all levels and monitoring the actual personnel costs against the approved budgets; – Anticipate and raise the challenges associated to personnel costs if any to HHR and work closely with him on the possible preventive measures; – Participate in reviewing and updating benefit and compensation policy to ensure staff compensation is attractive and competitive within the industry; – Be responsible for ensuring that all benefits and compensation policy are timely and well communicated and implemented so that employees are well informed about the existing practices and guidelines; – Ensure that all relevant data and documents in regard to staff benefits and compensation are kept with high confidential and safety manner. 	40%
2. Performance Development and Management: <ul style="list-style-type: none"> – Ensure that appropriate initiative and implementation of performance development and management procedures and related policies to ensure smoothness, effectiveness, efficiency, and harmony are in place; – Be responsible for managing all aspects of performance review and evaluation of employees as authorized to for, but not limited to, as follows: <ul style="list-style-type: none"> a. Trainee/probation performance review and/or evaluation b. Bi-annual performance review and/or evaluation 	40%

<ul style="list-style-type: none"> c. Annual performance review and/or evaluation and reward – Ensure the current performance development and management system is well implemented and followed; – Ensure the performance development and management system is properly and effectively communicated to all staff members; – Participate in reviewing and updating performance development and management guidelines and procedures if needed; – Ensure all appraisal reports are always available with appropriateness. 	
3. Welfare Program and Staff Loan: (NSSF, GPA, and Health Care Allowance) <ul style="list-style-type: none"> – Be responsible for managing all aspects of staff welfare programs including administration of NSSF and staff GPA insurance i.e. staff in and out declaration, accident notification, and facilitation on claims and/or reimbursement etc....; – Facilitate in processing of staff healthcare claims for approval; – Facilitate in processing of staff loan requests for approval; – Perform other tasks as assigned by line supervisor. 	20%

III. PERSON SPECIFICATION

	Qualification	Priority
Knowledge	<ul style="list-style-type: none"> - Education – Bachelor degree of Human Resource Management and/ or related fields; - Experience – At least 3 years of practical experience in HR management and demonstrated knowledge of the micro-finance sector is strongly preferred; - Working knowledge of performance development and management is a plus; and - Knowledge – HRIS and good understanding of Cambodia Labor Law. 	High
Skills & Abilities	<ul style="list-style-type: none"> - Language – be fair proficiency in English: listening, speaking, reading, and writing; - Computer literacy – MS office, MS Outlook, mind manager, web format and multi-media; - Have a good interpersonal skills; - Ability to handle multiple tasks and complexities as per a number of different projects will be implemented at the same time; - Ability to work independently with less supervision. 	Medium
Others	<ul style="list-style-type: none"> - Be an influence in Khmer and have a good background; - High integrity, accountability, and commitment; - Be respectful; - Demonstrate sound professional ethic. 	Medium

IV. AUTHORITY

	Actions
Approval	N/A
Proposition	Budget, supplies, equipment, and proceedings related to staff benefits and compensation, performance development and management, and labor law compliance.

V. PERFORMANCE STANDARD

This position has to achieve the following performance standards:

Indicator	Achievement
- <i>Comply with policies, procedures, guidelines, and relevant memos</i>	<i>100%</i>
- <i>Execute the strategy and fulfill the annual plan and targets</i>	<i>90%</i>
- <i>Keep data and documents associated to staff benefits and compensation and PDM in safety place and in confidentiality</i>	<i>100%</i>
- <i>Submit calculation and reports on staff benefits and compensation and PDM to supervisor on time with accuracy</i>	<i>100%</i>

VI. WORKING CONDITIONS

- *Commitment to working with overtime and/or holidays as needed to ensure the assigned tasks can be completed upon the required timeframe;*
- *Be in good communication with all staff levels and other stakeholders;*
- *Show high tolerance as the assigned tasks require interactions with various staff levels;*
- *Be able to drive motorbike as the assigned jobs sometimes require travels across provinces and districts where Chamroeun is operating in.*

VII. ACKNOWLEDGEMENT

I acknowledge receipt of this Job Description, understand it and agree with it as part of my terms and conditions of employment with Chamroeun.

Employee

Date:

Line Manager

Date:

Head, Human Resource

Date: