



Job Announcement (1 Position)

Head of People and Culture (P&C), WWF-Cambodia

Location: Phnom Penh

**Want to make a positive difference to the future of people and our one shared home, the Earth?
Working at WWF could be your opportunity of a lifetime.**

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. And that nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

What we do

We are an independent conservation organization, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

WWF-Cambodia works to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF-Cambodia works on the ground and in partnership with Laos, Myanmar, Thailand and Vietnam.

WWF-Cambodia is part of the WWF Asia Pacific Region and is managed by WWF International and has been working in Cambodia since 1990s, to conserve the country's biodiversity and build a secure and sustainable future for people and wildlife. WWF works with government, industry, communities, and civil society partners to ensure that Cambodia's forests, rivers and wildlife are protected and conserved for all. We aim to support the country in realizing their shared vision of a poverty-free and ecologically-rich nation.

Join the world's largest and most respected independent conservation organization as **Head of People and Culture (P&C), WWF-Cambodia** based in Phnom Penh, Cambodia, and together we can conserve our country's rich biological diversity, through sustainable use of natural resources, and promote new opportunities for the benefit of all people, enhancing local livelihoods and contributing to poverty reduction in the Kingdom of Cambodia

This Head of P&C is responsible for developing and ensuring the implementation of WWF-Cambodia's P&C Strategies, Policy and Procedures in line with the Country Strategic Plan. As a member of the Country Management Team (CMT), the role has the responsibility to create and implement a culture of collaboration, innovation and results focus in the country office, and ensure the desired organizational values and behaviors are embedded in all key people and culture processes. S/he will work across the different functions of the organization in order to establish an optimal working environment in which the staff are able to perform at the highest level and are able to maximize their contribution toward the conservation goals, ensure gender diversity and retain the right people for the organization

For a detailed Job Description and WWF-Job Application Form please visit www.wwf.org.kh

How to apply?

Email WWF-Job Application Form, your CV and Cover Letter (max. one page for Cover letter) to: jobwwfcam@wwf.org.kh . Applicants will be reviewed on a rolling basis with a deadline of **June 13, 2023**.

Applicants need to **name the position title (i.e. Head of P&C)** when submitting applications under the subject in email. Only shortlisted applicants will be contacted and submitted documents will not be returned.

WWF is an equal opportunity employer committed to a diverse workforce. Women, Ethnic Minorities and people with Disabilities are strongly encouraged to apply and will be considered regardless of the requirements of the position.

We do not tolerate sexual misconduct within or outside of work and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, we only recruit people who are suitable to work with other staff and communities. We will use the reference process to ensure potential new staff understand and are aligned with our expectations.



JOB DESCRIPTION

Position title: Head of People and Culture (P&C), WWF-Cambodia
Reports to: Country Director, WWF-Cambodia
Dotted line to: Head of People and Culture, WWF-Asia Pacific Region
Supervises: Senior Officer P&C, Officer P&C and Consultants as and when required
Location: Phnom Penh, Cambodia
Start Date: 1 July 2023

I. Mission of the Country Office

WWF-Cambodia is part of the WWF Asia Pacific Region and is managed by WWF International and has been working in Cambodia since 1990s, to conserve the country's biodiversity and build a secure and sustainable future for people and wildlife. WWF works with government, industry, communities, and civil society partners to ensure that Cambodia's forests, rivers and wildlife are protected and conserved for all. We aim to support the country in realizing their shared vision of a poverty-free and ecologically-rich nation.

II. Major Functions:

This role is responsible for developing and ensuring the implementation of WWF-Cambodia's P&C Strategies, Policy and Procedures in line with the Country Strategic Plan. As a member of the Country Management Team (CMT), the role has the responsibility to create and implement a culture of collaboration, innovation and results focus in the country office, and ensure the desired organizational values and behaviors are embedded in all key people and culture processes. S/he will work across the different functions of the organization in order to establish an optimal working environment in which the staff are able to perform at the highest level and are able to maximize their contribution toward the conservation goals, ensure gender diversity and retain the right people for the organization.

III. Major Duties and Responsibilities:

- Provides strategic P&C leadership and oversight to ensure conservation impact at scale for WWF-Cambodia.
- Develops and implements the P&C strategy for WWF-Cambodia that aligns with WWF global P&C strategy and frameworks and effectively supports the delivery of conservation impact.
- Develops and manages the P&C annual work plan/budget to ensure the attainment and delivery of plans and objectives.
- Ensure all policies, procedure and guidelines implemented by WWF Cambodia comply with the Cambodia labor law or equivalent.
- Together with CMT members to develop Organizational Development (OD) strategy for WWF-Cambodia and implement the P&C's annual workplan under OD strategy plan.
- Leads in the development, implementation, management and monitoring of P&C systems, policies and procedures for WWF-Cambodia including recruitment and selection, compensation and benefits, training and development, career development and succession planning, health and safety and diversity, equity and inclusion to ensure the compliance with WWF network standards and local laws and regulations.

- Plan and organize the effective communications of all P&C related policies & procedures to employees. Ensure staff understand and respect WWF values and network standards.
- Manage the overall P&C operations, including recruitment & selection, salary and welfare, training and capacity building, performance appraisal, employee relations and departures to promote a workplace of choice.
- Support and implement projects such as roll out of the HRIS in WWF-Cambodia.
- Provides strategic comprehensive advisory and technical guidance to the Country Director and Country Leadership team on all aspects of people and culture to ensure a good working environment and strengthen organization reputation and capacity building.
- Addresses and implements leadership development, talent management, succession planning and performance management in line with that of WWF Int'l policies, with the aim of building culture of high performance aligned with core values and behaviors.
- Act as a strong employee champion by encouraging and maintaining sound employee relations and undertaking all necessary consultation and negotiation with staff on employee issues to ensure that harmonious relationships and effective communications are maintained between management and staff. Supports both line managers and staff on disciplinary or grievance processes, or in the event of collective disputes.
- Work closely with the Regional P&C and Global P&C teams when required on issues.
- Carries out and participates in salary surveys, analyses data to ensure that the organization has accurate and up to date information relating to external pay. Participates in and makes recommendations on annual remuneration reviews.
- People management of the direct reportees in the P&C team for optimum performance.
- Acts as the Fraud and Corruption/Compliance Focal point of the Country Office - trains and raises awareness to staff, including Induction to new staff about the Compliance and Ethical standard; investigates and reports on related incidents, recommends any improvement plans that may be necessary, to ensure that WWF-Cambodia complies with WWF's Code of Conduct.
- Carry out other assignments given by the Country Director.

IV. Profile:

Required Qualifications & Experience

- An advanced degree or equivalent working experience in relevant disciplines like Human Resources Management, Organization Development or in relevant fields.
- At least 5 years practical experience in overall Human resources management
- Excellent understanding of laws and regulations on labor, health and safety in Cambodia.
- Good understanding of diversity and inclusion.
- Experience in developing, implementing and monitoring the compliance of P&C system, policies and procedures, preferably the context of an international organization.

Required Skills and Competencies

- Excellent communication and interpersonal skills, leadership and management skills.
- Excellent conflict management and work well under pressure.
- Ability to think strategically, with solid problem-solving and business acumen skills.
- Good planning and organizing skills; facilitation; negotiation and influencing skills.
- Fluency in written and spoken English and native language.
- Organizational awareness and service orientation.
- Identifies and aligns with the core values of WWF organization: Courage, Collaboration, Respect and Integrity.
- Demonstrates WWF Behaviors in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.

Working Relationships:

Internal: Interacts on a regular basis with the CMT, Global P&C Community Network, F&C Focal point group, P&C team at regional level.

External: Liaises with P&C professionals in the country, Auditors, Tax Department, Social Insurance company and other relevant government bodies. Engages with other organizations on P&C systems and practices for learning and sharing.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.