ACTIONAID CAMBODIA
Terms of Reference - HR Administrative Intern

ROLE OVERVIEW

The intern will assist and learn from the People and Culture Coordinator as well as the P&C team about the recruitment process, documentation, and filing and updating personal information including facilitating interview schedules, arranging appointments with candidates, and monitoring during the process. S/he also provides support in updating HR records and performing day-to-day administration of a range of other HR tasks as needed.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

KEY ACTIVITIES

Recruitment Support

- Assist in contacting candidates to schedule interviews and provide necessary information.
- Assist in arranging meeting rooms to ensure a conducive environment and accompany candidates during their interviews.
- Assist in preparing and printing relevant recruitment documents.

Personal File Management

- Assist in scanning and organizing documents for recruitment employee files.
- Work closely with P&C Coordinator on reviewing staff personal files and ensure all required documents are in place.
- Assist in searching for documents as needed for Audits or reviews.

General Administrative support

- Assist in upkeeping of the HRMIS system (as and when required), including accurate data entry and leave tracking
- Assist P&C coordinator in dealing with Ministry of Labour and Vocational Training on legal compliance such as apply employment workbook, NSSF card, work permit, staff movement declaration and assist staff to apply for health checkup and criminal check.
- Assist P&C team in processing payments and other logistic arrangements as needed
- Maintain confidentiality and professionalism in handling sensitive information
- Assist other tasks assigned, contributing overall efficiency to the P&C team

AREA OF LEARNING OPPORTUNITIES

- General understanding of the work, vision, mission, value of the AAC programme, the role of stakeholders and partners at national and global level and the role of internship in contribution to achieve organization strategy.
- Gain understanding of AAC's HR administrative system and workflow process
- Opportunity to engage with AAC's staff
- Expose to opportunity to build relationship and leadership including liaison and coordination skills with other staff within AAC and other stakeholders
- Becoming more familiar with working in an international/foreign non-governmental organization.

QUALIFICATION AND EXPERIENCE

- Fresh graduate in Business Administration, HR or related field with a strong interest in HR
- 1 year of relevant Human Resources experience, preferably within a corporate or INGO environment
- Computer skills (MS Word, MS Excel, PowerPoint, Email, Internet)
- Good spoken and written English.
- Demonstrated commitment to learning.
- Strong attention to detail with the ability to maintain accurate HR records and documentation
- Commitment to ActionAid Cambodia's mission, values, and SHEA and safeguarding principles.
- Good interpersonal communication skills with positive attitude towards learning and sharing
- Ability to manage confidential information
- Willing to learn and grow
- Gender and HIV/AIDS sensitive.

Full-time interns will receive monthly stipend with amount of USD 180/month.

It is the responsibility of every staff member and intern to contribute to AAI's mission and to comply with AAI's values, policies, and principles, including but not limited to safeguarding policies, the security management plan, the IT policy, and the Digital and Data Management and Security Guidelines.

Application Submission:

Interest applicants are encouraged and invited to apply. Please submit your most recent CV and cover letter to email below. Application should be combined and sent as one single PDF file.

- Submission email: **cambodia.job@actionaid.org**
- Email subject line: **HR Administrative Intern**