JOB OPPORTUNITY

Director for the Office of Administration and Human Resources

PURPOSE OF THE POSITION
The Director for the Office of Administration and Human Resources is responsible for providing administrative service in order to ensure effective and efficient on day-to-day operations.

SCOPE
- Acts as the lead negotiator and liaison between the University and others institutions;
- Conducts recruitment of new staff and faculty with other recruiting committee, reference check of new candidates apply, and enhance job opportunities when need.
- Develop and prepare all kind of letters correspondence;
- Develop annual work plan in collaboration with difference colleges and offices;
- Ensures that development and execution of administrative policies are in compliance with Ministry of Education, Youth, and Sports (MoEYS), and Accreditation Committee of Cambodia (ACC)'s regulations.
- In collaboration with difference offices, colleges, and center to develop monthly and yearly reports of each unit as well as command report for the entire university for the university president;
- Manage Inventories, office supplies, and develop list of inventories compliance with the university policy;
- Organize events and meetings in collaboration with other related offices and partners;
- Oversee all UC assets, facilities and room usage, including building maintenance and decoration to ensure that it remains safe, secure, and well maintained and maintain the high level of standard of the university;
- Oversees the new staff and faculty orientation program.
- Plan, direct, or coordinate supportive services of the University, such as record keeping, mail distribution, telephone operator, and other office support services.
- Plans and develops archive collections of all university events and activities;
- Prepares brochures, pamphlets, leaflet, and handouts on UC for general distribution; prepares and distributes publicity for career fairs, speakers, and other services;
- Provide orientation, information, resolves problems, and train staff to ensure customer satisfaction;
- Responds to and resolves staff concerns or questions regarding University policies; rules and regulations;
- Review the purchase of inventory and supply to make sure that it go in line with financial rule of the university;
- Supervises the maintenance of search, applicant, and employee personnel files/profile and the accurate entry of data to database system.

QUALIFICATION
The incumbent require obtaining MA degree in Administration, management, or other relevant fields, with four-year working experience in administration field.
KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

Knowledge
The incumbent must have proficient knowledge in the following areas:
- Knowledge of management and Leadership
- Ability to supervise staff and train staff
- Ability of monitor day-to-day operations
- Maintain a high level of accuracy confidentiality concerning file and other confidential documents and information.

Skills
The incumbent must demonstrate the following skills:
- Excellent interpersonal skills and honest
- Demonstrate critical thinking
- Team building skills
- Analytical and problem solving skills
- High level of negotiation skills
- Effective verbal and listening communications skills
- Effective written communications skills
- Possess strong personal and organizational skills with less instruction
- Stress management skills
- Time Management skills
- Have good command of English and Computer literacy
- Demonstrate strong networking
- Be dedicated to the mission of the university

Personal Attributes
The incumbent must maintain strict confidentiality in performing the duties of the Director of Administration and Human Resources. The incumbent must also demonstrate the following personal attributes:
- Highly Responsible and confidentiality
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivate and creative
- Demonstrate sound work ethics

Report line
This position is requiring reporting to Vice President for Operations.

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Short-listed candidates will be contacted for interviews. Please submit your CV along with a detailed cover letter explaining specific qualifications and interest in the position. Also, please submit a copy of your diploma/certificate to the Human Resources Department, The University of Cambodia, by 31 July 2013, at 5:30 p.m. Applications received thereafter will be reviewed based on availability.

Contact Information:
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