



Job Announcement

Mega Leasing Plc., a financial leasing company, was founded in 2013 and was officially granted license from the National Bank of Cambodia in January 2014. Mega Leasing Plc. provides consuming leasing and business leasing services, which include car, motorbike, bicycle, electronic equipment, household appliances, furniture, agricultural equipment and machinery product. Currently, the company has operations in Phnom Penh, Kampong Cham, Tboung Khmum, Siem Reap, Battambang, Banteay Meanchey and Sihanouk Ville.

Position: Human Resource Officer
Vacancy: 01 Post
Location: Head Office- Phnom Penh
Closing Date: February 28th, 2018

MAJOR RESPONSIBILITIES:

1. Staff Training and development function:

- Provide orientation program to all new staff on the mission, vision and core values and corporates cultures of Mega Leasing Plc
- Support Senior Officer to facilitate on training need assessment (TNA) and identify for internal and external sources
- Assist Senior Officer in coordinate and facilitate internal training courses, policy refresh and policy orientation as needed
- Support the development and updating training material to make sure that it aligns with the business strategies and growth
- Prepare training report and management monthly report to supervisor
- Manage training fees upon staff resignation to ensure the training fees are settled and following with the policy
- Assist supervisor on staff Annual Performance Appraisal (APA) process

2. Recruitment function:

- Support Senior Officer on staff recruitment process, recruitment tracking record and report
- Process new staff contract, briefly orientation to new staff to ensure she/he is well understanding all term and condition before signing contract.
- Perform regular follow up and support with both new staff and line managers to ensure that all related issues during training and probationary period have been addressed properly by HR or Line Managers or related parties
- Support manager on talent management program within Mega Leasing Plc; student promotion in the university or other institutes and support for internship/trainee program.
- Build a good relationship includes giving constructive feedbacks to all related stakeholders in order to ensure the recruitment outcomes are satisfied.

3. Administration supports:

- Filing on training and recruitment document
- Manage and logistic support on staff recruitment and staff training
- Other tasks assign by supervisor/managers

REQUIREMENTS:

1. Bachelor's degree in human resources management, general management or equivalent
2. At least 2 years' experience in human resource role or 1 year in training or recruitment function
3. Knowledge of policy and process development, talent acquisition, interviewing, stakeholders' engagement, etc.
4. Good interpersonal skill, networking, negotiation, etc.
5. Computer literacy (MS. Office, PowerPoint, e-mail, etc.)
6. Good English proficiency, both written and spoken
7. Honesty, high commitment, and patience, dynamics and friendly
8. Willingness to travel and support business operations at provinces

Interested applicants should submit CV, cover letter, and photocopies of relevant formal education certificates and personal document such as citizen ID card/birth certificate and family/staying book to HR department in Mega Leasing Plc address #67, Street 125, Sangkat Veal Vong, Khan 7Makara, Phnom Penh, or by email: recruitment@megaleasing.com.kh and Tel: **069 522 522 / 069 364 666**.

Only short listed candidates will be notified. Applications and CVs will not be returned. *Mega Leasing Plc. will provide the competitive salary, regularly merit increase based on performance plus other benefits such as Khmer New Year and Pchum Ben Bonus, annual team bonus, provident fund, incentives, accident insurance for 24 hours, hospitalization claims, public holiday & other leaves and benefits based on the Cambodian Labor Law.*