

Job Description

Overview of Emerging Markets Consulting (EMC)

EMC is a consulting and investment advisory firm that brings international best practices to private and development sectors in Southeast Asia. We offer our clients and partners an unparalleled combination of international expertise and extensive local knowledge.

Overview of Organization Development Team

Human Resources unit works on organizational improvements across all departments in the company by evaluating and identifying opportunities to increase efficiency and effectiveness. It includes design and implement the initiatives and programs which align to the company goals.

Job Vacancy

Position	Human Resources Manager
Department/Team	HR Unit
Report To	Strategy & Consulting Operation Manager
Location	Phnom Penh
Type of Employment	Full-time

Duties and Responsibilities

- Collaborate with management in developing operational human resource policies, initiatives and strategies that meet the business's needs
- Lead and manage HR department in the design, development, implementation, and evaluation of HR initiatives/programs/processes that support organizational objectives and that are aligned with the organization's business plan. Projects may include onboarding, employee engagement, performance management, learning and development program, knowledge management, human resource information system or SOP, succession planning, and career path development, organization and job design
- Manage the department so as to provide full range of professional HR services including but not limited to workforce planning, compensation and benefits & annual HR budget preparation
- Lead the talent acquisition, interviewing and hiring candidates for key positions. Also, work closely with hiring departments or committee to create or identify positions that fit into new plans for organization development change, provide direct input on candidate
- Review and adapt the on-going HR strategy to meet the current organizational needs and/or to respond to change requirements
- Perform other duties as assigned

Profile and Qualifications	
Minimum Education	<ul style="list-style-type: none"> Excellent academic credentials, master-level degree is preferred in the fields of Organizational Psychology, Organizational Development, Human Resources Development or Business Administration
Professional Experience	<ul style="list-style-type: none"> At least 6 years of experience in a professional work setting, preferably in an Organization Development or HR-related field.
Knowledge	<ul style="list-style-type: none"> Strong knowledge of theory and good practice in organization development, human resource management, human resource development Knowledge of skills development and capacity building strategies Knowledge of business strategies and techniques for improving efficiency, enhancing employee performance and streamlining operations Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook).
Skills and Abilities	<ul style="list-style-type: none"> Strong planning, organizational, and presentation skills Strong interpersonal skills with people at all levels, both internally and externally Strong analytical (quantitative and qualitative) and logical thinking skills to assess business, personnel, and departments to determine what is working and what can be improved Ability to think creatively and innovatively Ability to master new challenges in unfamiliar disciplines Ability to work under pressure to meet project deadlines and objectives
Other Requirements	<ul style="list-style-type: none"> NA

Applications

EMC is committed to diversity and inclusion within its workforce and encourages qualified candidates regardless of gender, age, religious and ethnic backgrounds, including persons with disabilities to apply.

If you are interested in pursuing a career with international growth opportunities, please submit a CV and cover letter to recruiting@emc-consulting.asia, with “**Manager – Human Resources**” in the subject line. Only shortlisted candidates will be contacted. For further information, please visit our [EMC Facebook feed](#); [EMC LinkedIn](#) and [visit our website](#).