

## JOB DESCRIPTION LEGAL SERVICES MANAGER

**JOB TITLE** : Legal Services Manager  
**DUTY STATION** : Phnom Penh, Cambodia  
**REPORTING LINE** : General Manager  
**SALARY RANGE** :

### RESPONSIBILITIES:

Under the supervision and monitoring of General Manager, Legal Services Manager is responsible for, but not limit to, the following duties and responsibilities:

<b>Policy &amp; Advocacy Area:</b>	<ul style="list-style-type: none"> <li>- Support to CAMFEBA's Board and members include conducting the research on issues related to Labour Law, Arbitral Decisions and NSSF</li> <li>- Develop monthly-quarter-annual report on development of labour-related issues</li> <li>- Represent members during their industrial disputes at various levels</li> <li>- Attend high-level meetings/discussions on behalf of CAMFEBA, when assigned</li> </ul>
<b>Business Development:</b>	<ul style="list-style-type: none"> <li>- Set up the strategic plan for the Legal Department as well as the Compliance Services and ensure that the plan is effectively delivered to meet its expected objectives;</li> <li>- Provide advice to the Board and members of CAMFEBA on issues relating to Labour Law, Arbitral Decisions, Commercial Laws and NSSF;</li> <li>- Develop regular report for the Board on labour-related issues;</li> <li>- Identify issues and advocate effectively with the members, government and other stakeholders;</li> <li>- Establish information channels and information resources for members and third parties;</li> <li>- Prepare research papers for Board members as required;</li> <li>- Ensure that every Arbitral Award is dissected and reaction is made to the Arbitration Council when necessary;</li> <li>- Assist or represent members during their industrial disputes at various levels;</li> <li>- Compile law and regulations of Labour Law and NSSF regulations and establish NSSF guide book for the knowledge of employers and employees;</li> <li>- Participate in CAMFEBA's management meeting to develop the strategic plan and action plan;</li> <li>- Provide effective legal-related meeting coordination and engage in cross functional projects;</li> </ul>
<b>Legal Services Coordination:</b>	<ul style="list-style-type: none"> <li>- Be responsible with the legal services team to provide day to day legal consultations to members</li> </ul>

	<ul style="list-style-type: none"> <li>- Work with the legal services team to provide support in processing labour applications for clients</li> <li>- Work with team to develop the annual Labour Law Training Plan, the materials and deliver the training on schedule basis</li> <li>- Compile law and regulations of Labour Law and NSSF regulations for the knowledge of employers and employees;</li> <li>- Lead the legal services team to ensure quality of legal services from time to time</li> <li>- Other requested or assigned tasks.</li> </ul>
<b>Communication and Representation:</b>	<ul style="list-style-type: none"> <li>- Work with policies team to strengthen and visible the communication &amp; Branding of CAMFEBA includes regularly communicating newsletters, policies update to members and actively feature them on CAMFEBA communication channels</li> <li>- Represent CAMFEBA in any policy discussion as assigned</li> <li>- Work with relevant team to develop communication plan and firmly implement it</li> </ul>

### QUALIFICATION & REQUIREMENTS:

- Master's degree in law, preferably specializing in Labour Law and other commercial-related laws
- An Attorney-at-Law who has duly registered with the Bar Association of Cambodia is a plus
- A minimum of two years experiences applying the Labour Law by providing training, advice
- Good analytical and thinking skills and legal research skills
- Good knowledge on Cambodian Labour Law, the Labour Dispute Resolution process and the National Social Security Fund
- Be able to communicate effectively and professionally in Khmer and English both in writing and speaking
- Be able to communicate effectively with people at different levels
- Be able to manage different tasks with the same deadlines
- Have good facilitation and training skills
- Familiar with MS Offices, Ms. Outlook, Ms. Publisher, database, etc.
- Be a proactive, creative and good team player
- Be able to work without or with minimal supervision
- Willing to work in challenging environment and long hour.

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested candidate shall direct your CV along with cover letter to email: [hr@camfeba.com](mailto:hr@camfeba.com). Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview. For more information, please contact to our HR team via: 023 23 00 23 or 012 936 009 / 098 221 777.