



JOB DESCRIPTION LEGAL SERVICES OFFICER

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

RESPONSIBILITIES:

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

- Advise members through emails and phone calls on issues pertaining to legal obligations with the Royal Government such as the Ministry Labor and Vocational Training, Ministry of Commerce, Councils of Development of Cambodia (CDC), NSSF and others
- Keep members updated through emails and phone calls on legal compliance obligations with relevant Ministries
- Develop monthly report relating to legal consultations and the legal information dissemination to members, non-members and potential members; meetings and other completed tasks
- Represent CAMFEBA in workshop/meetings as assigned by the Legal Manager or the Senior Legal Officer
- Interpretation for CAMFEBA's Board members during such meeting and other related meeting as assigned
- Translated law, regulations, minutes of the meetings and other related documents from English into Khmer and from Khmer into English and disseminate to members
- Be responsible in setting up the information channel and in storing all laws, regulations and other related documents of the legal department in the determined drive
- File all the laws, regulations and other related documents in hard copies
- Collect, analyse and disseminate information that are of interest to members
- including the analysis of arbitral awards, laws and regulations
- Others as necessary.

QUALIFICATION & REQUIREMENTS:

- At least bachelor degree in law
- Relevant experience working in legal field at least two years
- Proactive, customer-oriented and a team player with a positive working attitude and excellent integrity
- Good presentable skills, able negotiate deals and communicate well with others
- Hands-on PC skills including Word, Excel and PowerPoint
- Preferred English and Khmer fluency requirement

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.