



## JOB DESCRIPTION

### COMPLIANCE SERVICES OFFICER

**JOB TITLE** : Compliance 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 Compliance Services Officer is responsible for, but not limit to, the following duties and responsibilities:

- Advise members on issues pertaining to legal obligations with the Royal Government such as the Ministry Labour and Vocational Training, Ministry of Commerce, Councils of Development of Cambodia (CDC), NSSF and others
- Advise members on procedures of legal compliance implementation to operate their business legally based on labour law
- Keep members updated on legal compliance obligations with relevant Ministries
- Promote legal compliance services with members through telephone, emails and face-to-face meetings
- Handle clients' cases and report relating to legal compliance services to the Legal Department Manager
- Run the legal compliance documents and build up network with relevant Ministry officers
- Be responsible on NSSF contribution payment for client
- Represent CAMFEBA in workshop/meetings as assigned by Legal Department Manager to promote legal compliance services through these events
- 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](mailto: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.