



JOB DESCRIPTION

SENIOR LEGAL SERVICES OFFICER

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

RESPONSIBILITIES:

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

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| Policy & Advocacy Area: | <ul style="list-style-type: none"> - Provide support to CAMFEBA's Board and members include conducting the research on issues related to Labour Law, Arbitral Decisions and NSSF - Lead in develop monthly report on development of labour-related issues - Assist or represent members during their industrial disputes at various levels - Attend high-level meetings/discussions on behalf of CAMFEBA, when assigned |
| Business Development: | <ul style="list-style-type: none"> - Lead in mobilizing resources through various forms of legal services - Participate in CAMFEBA's management meeting to develop the strategic plan and action plan - Work closely with GM and the membership services team to address challenges and solutions on legal services - Lead the legal services team to achieve KPIs assigned by the management - Lead legal services team to develop weekly and monthly performance report |
| Legal Services Coordination | <ul style="list-style-type: none"> - Be responsible with the legal services team to provide day to day legal consultations to members - Work with the legal services team to provide support in processing labour applications for clients - Work with team to develop the annual Labour Law Training Plan, the materials and deliver the training on schedule basis - Compile law and regulations of Labour Law and NSSF regulations for the knowledge of employers and employees; - Lead the legal services team to ensure quality of legal services from time to time - Other requested or assigned tasks. |

QUALIFICATION & REQUIREMENTS:

- Master degree in Law, preferably specializing in Labor Law and other commercial-related laws
- A minimum of two years experiences applying the Labor Law by providing training, advice etc.
- Good analytical and thinking skills and legal research skills
- Good knowledge on Cambodian Labor Law, the Labor 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. 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.