About Us: Chab Dai is an organisation dedicated to the eradication of human trafficking and sexual abuse. As we work to eliminate modern slavery, we also continue to develop relationships with our partners and our community. Founded in 2005, “Chab Dai” means “joining hands” in the Khmer language. Keep reading to see how you might join hands with us in the effort against worldwide oppression.

Mission: We seek to end all forms of abuse and modern* slavery globally by building a movement to empower communities, to strengthen systems, and to restore justice and wellbeing with survivors.

Vision: We see a world where communities live in dignity, harmony, and freedom.

Our Core Values:

We are...
1. Collaborative
2. Empowering
3. Innovative
4. Responsible
5. Faith-inspired

About the Opportunity

Title: People & Culture Coordinator

This position is based in Phnom Penh, Cambodia

The People & Culture Coordinator provides full office and administrative support to Chab Dai’s People & Culture team and works to ensure the smooth running of the organisation. The People & Culture Coordinator will also supervise the Office Cleaning and Security Team. This role will include a variety of tasks and will work both internally and externally to represent Chab Dai.

This is a full-time staff position and reports to the Head of People & Culture.

Organisational Collaboration

Chab Dai’s work is comprised of four main areas of work, or what we are calling “thematic areas.” These are: Movement Building, Systems Strengthening, Community Empowerment, and Survivor Restoration. Chab Dai encourages communication between and integration across all areas. The ideal candidate for this position will be prepared to work closely with members of all thematic areas and operating support functions, such as Operations, Human Resources, Finance, and Monitoring & Evaluation.

Key Responsibilities:

- Manage all leave requests from the staff and collate a monthly summary to be shared with the Leadership Council.
- Support the recruitment and onboarding process for new national and international staff and volunteers.
- Point of contact for all enquiries (phone, email and in-person visits) from external stakeholders, visiting teams and donors, referring them to the appropriate Chab Dai staff when necessary.
● In collaboration with the Finance and Administration Team oversee external stakeholders working with the office maintenance, particularly managing office repairs, internet provider, IT company, security guard and security company, etc.
● Organize the logistics of office-wide events, such as Strategy Weeks, Team Retreats, Team Farewells, the annual Chab Dai Staff Retreat, Office parties (Khmer New Year, Christmas, etc.)
● Manage the Chab Dai Google Calendar, office room booking, vehicle use and the office key.
● Oversee the Asset Management process and ensure that assets are properly taken care of and returned by staff as part of the offboarding process.
● Manage and support the Office Cleaning Team and Security Team and conduct monthly Check-In Meetings with each member.
● As the Chab Dai First Aid person (training provided), you will maintain the office First Aid Box.
● Ensure completion of staff workbooks and visa renewals for international staff.
● Any other role-related tasks that ensure the success of Chab Dai.

Key Attributes:

● Well-presented and maintains a sense of professionalism at all times.
● Proactive, creating a positive experience for others (visitors, donors, new staff members).
● Open and friendly demeanor. Ability to maintain confidentiality at all times.
● Proactive about finding solutions for the office and the staff.
● Energetic and willing to learn new skills.
● Multi-tasking - the ability to juggle multiple projects at any one time.

Requirements & Qualifications:

● Education in Business Administration, Human Resources or any related studies.
● At least 2 years of prior relevant experience.
● Excellent organisational and time management skills.
● Excellent computer skills, particularly in Google Drive and Documents.
● An ability to build strong relationships and an ability to work comfortably at all levels of the organisation.
● Ability to prioritise and think through relevant questions and multiple variables.
● Excellent verbal and written communication skills with strong English and Khmer skills.
● The ability to influence internal and external stakeholders to achieve results.
● Diplomatic approach with a keen attention to detail.
● Highly self-motivated with a positive and energetic attitude.
● A natural problem solver who is willing and helpful.
● Comfortable with ambiguity, flexible and adaptable.
● Committed to the Vision, Mission and Core Values of Chab Dai.

Employee Benefits:

● Holidays (18 vacation days and all Cambodian holidays)
● Leave (Sick, Maternity, Paternity, Special, Without Pay)
● Time Off in Lieu (within one month of overtime)
● Bereavement Payment
● Insurance (health and accident)
● Seniority Indemnity
● Allowance (Transport and phone)