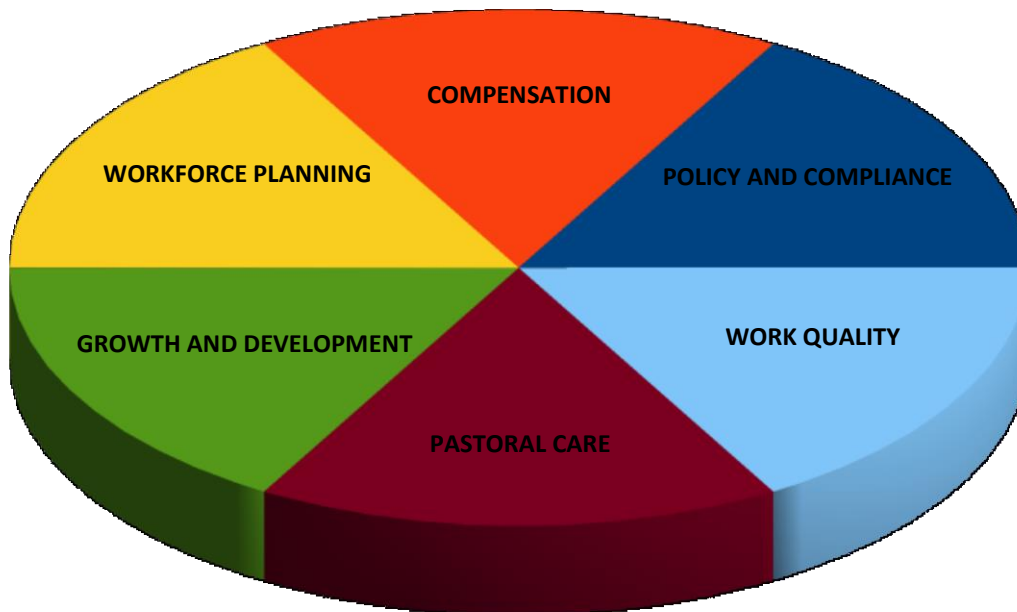


THE FUNCTIONS OF HR



WORKFORCE PLANNING

Ensuring that the organization has an adequate and timely supply of personnel in response to changing operational needs.

- Assessing organizational personnel needs over the short-term, medium-term, and long-term.
- Selecting staff to fill personnel needs through recruitment or promotion
- Increasing staff retention
- Maintaining an updated organizational chart

COMPENSATION

Ensuring the timely delivery of a competitive but reasonable salary and benefits package to all FH Cambodia staff

- Biannual salary scale review
- Monitoring the salary and benefits provided by comparable organizations
- Creative forms of staff motivation
- Respectfully advocating on behalf of staff compensation within the organization

POLICY AND COMPLIANCE

Ensuring that all FH Cambodia staff are aware of relevant and updated organizational policies and are accountable for compliance.

- Maintaining updated staff policy manual
- Overseeing correction and restoration process
- Overseeing grievance process
- Ensuring compliance with FH global protection policy and procedures
- Maintaining updated personnel files for all staff

GROWTH AND DEVELOPMENT

Providing all FH Cambodia staff with role-appropriate opportunities for personal and professional development

- Providing full array of orientation and on-boarding to new staff
- Maintaining a database of training received by staff
- Supporting the spiritual formation of staff
- Providing attractive and relevant internal training opportunities
- Managing internal staff development budget
- Implementing an appropriate external training policy

PASTORAL CARE

Providing all FH Cambodia staff with a safe and nurturing environment of Christlike care and compassion.

- Implementing security policy and monitoring security situation of staff
- Building personal relationships with staff, with openness to counseling on personal needs
- Monitoring and supporting staff morale

WORK QUALITY

Providing all FH Cambodia staff with the resources and structure to produce excellent work performance.

- Implementing a culturally appropriate performance management system