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Established over 20 years ago, Comin Khmere is the market leading Mechanical & Electrical (M&E) Engineering Solutions provider in Cambodia. We employ over 1000 staff within Cambodia in M&E construction projects, power transmission & distribution, M&E equipment maintenance and building facilities management as well as sales and aftersales of associated products and technology.

Comin has operations in several countries in the Mekong region and is part of RMA Group with diverse businesses in many developing markets within Asia and beyond.

Senior Training & Development Officer

Key Responsibilities

- Draft any policy related to staff training & development and submit to HR Manager for consideration.
- Staff training & Development include identifying training institutions internally and externally that has acceptable quality, prepare training budget and all staff who get training sponsored by the company has bond agreements.
- Prepare monthly training report to submit to the senior management.
- Performance management, maintaining performance data in HRIS, staff academic qualification and disciplines for promotion purposes.
- Provision of orientation to all new staff.
- Conduct TNA to identify what kinds of training that employee needs to enhance their capacity and productivity.
- Succession Planning-Identify the critical positions, conducting competency analysis, develop DP and agreement, following up the progress of agreed EDA.
- Ensure that all staff are trained on e-training required by RMA Group.
- Employee engagement-communicate to staff the result of engagement survey, collect feedback and prepare the action plan for improvement.
- Conduct soft skills training to the staff such as time management, communication skills, business email writing, supervisory skills, and delegation skills and so on.
- Manage and coordinate insurance claimed process and help report to C & B Team for Insurance buyer and Insurance stop using while the staff resigned.
- Dealing with internal and external.
- Travel to provinces may be required from times to times.
- Perform other relevant tasks as required by manager.

Education Knowledge and Experience

- Bachelor Degree in Business Administration, Human Resource, Education, etc. Master is a plus.
- At least 3 years' Training & Development experiences.





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- Cambodian national, experience working in a multi-national or working abroad is a plus.
- Credibility to deal with senior manager's matters.
- Strong communication and relationship skills, including good both written and spoken English.
- Analytical thinking for policy development and thinking through complex problems.

Interested candidates are invited to submit CV & cover letter in English to roza.man@comin.com.kh no later than February 17, 2018. You may also contact us on Tel: 095 666 901/095 777 480. Your application should include details of your current salary.

