



## **JOB OPPORTUNITY**

Cambodia Airports develops and manages Cambodia's network of international airports located in Phnom Penh, Siem Reap, and Sihanoukville. Its teams plan and design the development of airport infrastructure, build and maintain the facilities, handle commercial activities and provides services to stakeholders, including The Royal Government of Cambodia, passengers, airlines, and tenants. Since its inception in 1995, Cambodia Airports has generated immense economic and social benefits for Cambodia by connecting the country to the world. Its leadership in airport development and operations translates in advanced working environment, staff benefit, and Corporate Social Responsibility policies.

Currently, we are seeking potential candidates to fill the positions of **QHSE Assistant Manager** at one of the 3 international airports:

**Position:** QHSE Assistant Manager (01 position)  
**Department:** Quality, Safety & Security (QSS)  
**Location:** Phnom Penh International Airport

### **General Responsibilities:**

To monitor and enforce the compliance to the policies for Quality, Health & Safety, and Environment (QHSE). S/he coordinates and provides assistance to all departments in terms of training, corrective actions follow-up, risk assessment and investigations.

### **Specific Responsibilities:**

- ✓ Provide support, guidelines, and technical assistance to all departments to ensure they comply with the policies, follow their indicators and carry-on with their respective corrective actions plan,
- ✓ Compile weekly, monthly and yearly reports to the General Manager and QHSE,
- ✓ Delivers basic awareness training in quality, environment and health & safety issues,
- ✓ Assist the Business Unit with the preparation of internal/external audits,
- ✓ Monitor the department documents to ensure they are up-to-date with current regulation and practice,
- ✓ Provide coordination with the workflow and electronic document database software,
- ✓ Monitoring Business Units' Quality Objectives (QOs) and report to General Manager and QHSE in monthly basis,
- ✓ Conducts/compiles annual Sub-Contractors Evaluation and report to General Manager and QHSE for analysis,
- ✓ Prepare and animate the system review meeting such as Steering Committee (SC) and Management Review (MR) as required by ISO standard.

### **Job's Requirements:**

- ✓ Bachelor degree or equivalent in at least one of the domain (Quality, Health & Safety, or Environment),
- ✓ Or Master degree in a technical or management fields,
- ✓ Minimum of 2 years' experience in certification process,
- ✓ Minimum of 2 years' working experience in any managerial position,
- ✓ Very good level of spoken and written English,
- ✓ Ability to work in transverse mode with other departments,
- ✓ Ability to work independently or as a team,
- ✓ Strong communication skill,
- ✓ Be physically and mentally fit and be able to work under pressure.

**Deadline: 27<sup>th</sup> May 2019**

Interested applicants should submit CV and cover letter to:  
Phnom Penh International Airport  
Administrative Building  
PO Box 1256 – National Road N° 4

Or contact through email: [pnh.career@cambodia-airports.aero](mailto:pnh.career@cambodia-airports.aero)

**Only short-listed candidates will be contacted for an interview.  
The submitted document will not be returned.**