



## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Legal &amp; Compliance Coordinator</b>
<b>Department</b>	:	<b>Engagement &amp; Partnerships</b>
<b>Report to</b>	:	<b>Legal &amp; Compliance Manager</b>
<b>Reportee (if any)</b>	:	<b>L&amp;C Officer</b>
<b>Location</b>	:	<b>Phnom Penh</b>

Responsible for coordinating and supporting the effective delivery of compliance and regulatory approaches across UP. This includes, but is not limited to, compliance, risk management, incident management and UP business continuity. Typically supporting the development and implementation of compliance and regulatory outcomes to promote best practice and meet specific UP needs, working with the team and with faculties and departments.

### 1. **Duties and responsibilities**

- Support, coordinate and communicate changes in governmental (Ministry of Health, Ministry of Education, CHEA...) and local regulations affecting UP in collaboration with the legal and compliance department
- Lead the development of a technical solution to record, assess and report risks across all areas of the university
- Coordinate with the department and other faculties risk and business continuity leads to ensure plans are up to date, relevant and stored securely
- Maintain proper documentation, business continuity and regulatory documents, focusing on file structure, accessibility and usability
- Support the approach to compliance and regulatory matters, provide guidance and other compliance requirements
- Maintain central oversight record to demonstrate compliance with UP and authorities
- Review risk documentation to identify common operational topics and summarize with good attention to detail
- Undertake research related to risk, compliance and regulatory matters to ensure that the department is able to provide high quality advice for UP colleagues
- Monitor reporting cycles and deliverables to ensure they are on schedule, take corrective actions if needed. Develop and maintain up to date records and plans
- Develop and coordinate a detailed knowledge of current working practices and developments as well as keeping up to date with new approaches and methodologies
- Perform other related duties and assume additional responsibilities as assigned by the Director

## **2. Qualifications and Requirements:**

### **1. Experience:**

- At least 2 years working in a related field (preferred)
- Experience working with government and educational institutions or a similar combination of qualification and related experience

### **2. Education:**

- A Bachelor Degree in Law, Business, Education or similar qualification (Master is preferred)

### **3. Skills/Competencies:**

- Knowledge of regulatory compliance principles and practices
- Knowledge and application of organizational and time management principles
- Skill in analyzing data and drawing conclusions
- Ability to network effectively and work collaboratively with other staff within the department and UP-wide
- Ability to prioritize workload, exercise judgment, and meet set deadlines
- Outstanding communication skills – including fluent Khmer and English (written and spoken)