



JOB DESCRIPTION

Position Title	:	Legal & Compliance Officer
Department	:	Engagement & Partnerships
Report to	:	Legal & Compliance Manager/Coordinator
Reportee (if any)	:	N/A
Location	:	Phnom Penh

The Legal and Compliance Officer is part of a Legal and Compliance team that is dedicated to ensuring UP is always on the right side of the governmental and local requirements. The L&C Officer works alongside experience legal professionals and gain hands on experience in reviewing and verifying document and any other legal requirements.

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
- Is required to keep updated about data and the governmental decisions
- Perform legal research and documentation monitoring by creating data assessments, reviewing data, stamping documents, performing adequate documents according to requests and other legal executions
- Contribute to the setup of reliable and UpToDate legal process documentation
- Work with the team to ensure compliance with the governmental and local legislations
- Support in the creation, update, or review of internal policies, memo and risk reports
- Assist in creation of presentations and compliance training to other faculties or departments
- Perform other related duties and assume additional responsibilities as assigned by the Director

2. Qualifications and Requirements:

1. **Experience:**

- At least 1 year 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

3. Skills/Competencies:

- Knowledge of regulatory compliance principles and practices
- 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)