

WE'RE HIRING

AMK Microfinance Institution is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,500 staff serving almost 1,000,000 clients in nearly 13,000 villages across Cambodia, 91% of all villages. We are looking for a talented and committed individual to join our diversified team, and offering attractive career prospects across branches and departments of our business.

A job at AMK is more than just a paycheck - we support our employees in their development and growth and help them explore their unique strengths.

Job Title : Operational Risk Officer (1 Post)
Report To : Senior Operational Risk Manager
Location : Head Office
Closing Date : January 31,2022

Job Responsibilities:

- ▶ Monitor Risk Incident Report and follow up branches/department to register risk incident report
- ▶ Assist on review processes for operational risk management including Policy, Procedure Guideline
- ▶ Review existing and new policies and procedures from related departments to ensure relevant risks are identified, assessed, and mitigated
- ▶ Assist in investigation of risk incident reports by identifying root cause, loophole and providing recommendation to branches or related departments
- ▶ Conduct fire evacuation drill at HO/branches, assist in DRP Testing, and other task related to BCP
- ▶ Monitor and Reinforce branch to complete task related to BCP (Check Fire extinguisher, List warden, emergency contact...)
- ▶ Develop Incident Bulletin and Alert Branch about Meteorology or other that can be impact to AMK with Recommendation
- ▶ Perform other tasks as assigned by management

Qualification and Experiences:

- ▶ Bachelor's degree in Business, Finance & Banking, Accounting, Auditing, or similar tertiary qualifications
- ▶ Experience in banking or financial sector is an advantage
- ▶ Some knowledge of operational risk principles
- ▶ Be able to use Computer such as Microsoft Office (Ms. Word, Excel, Ms. Power Point...etc.)
- ▶ Good verbal communication, planning, problem solving, and organizing skills
- ▶ Ability to work independently with strong result orientation and teamwork spirit
- ▶ Strong knowledge of the principles of operational risk
- ▶ Possess positive thinking mindset and can-do attitude

Benefits

- | | |
|--|---|
| <ul style="list-style-type: none">▶ AMK provides a competitive salary package to the employees▶ Salary increment rate every year▶ Khmer new year bonus▶ Pchum Ben bonus▶ Retirement bonus▶ Staff incentive▶ Staff pension fund▶ Staff retention bonus▶ 100% medical insurance for employee's spouse and children for local treatment | <ul style="list-style-type: none">▶ Staff accident insurance 24/7days▶ Staff loan for education purpose with only 2% interest rate per year▶ Staff housing loan with only 5% interest rate per year▶ Allowance for employee and spouse who given birth to the baby▶ Annual leave 18 days per year▶ Staff capacity development and opportunity to promote per job requirement▶ Staff seniority payment▶ Working condition in accordance to the Cambodian Labor Law▶ Staff overseas treatment |
|--|---|

Interested candidates should apply by sending a CV and a cover letter to: AMK branch and sub-branch offices or Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh.Boeng Keng Kang, Phnom Penh, Cambodia or E-mail: job@amkcambodia.com

Attachments:

- A copy of obtained certificates or confirm letter by the University
- A copy of national identification, family book, and certificate of birth
- For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: www.amkcambodia.com
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.