

# WE'RE HIRING

**AMK Microfinance Institution** is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,600 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** : Head of Region ( 1 Post )  
**Report To** : Chief Retail Business Officer  
**Location** : Kratie  
**Closing Date** : August 25,2022

## Job Responsibilities:

- ▶ Developing retail business strategies and plans for the region.
- ▶ Monitoring the overall conduct of retail business operations at the provincial offices in the region.
- ▶ Supervise and administrate the Provincial Managers under region to ensure they perform their duties optimally.
- ▶ Review and update retail business projection, budgets and forecasts.
- ▶ Monitoring the achievement of pre-established benchmarks and targets on operations in the region.
- ▶ Conduct skills assessment of key branch staff in their region.
- ▶ Develop clear staff development/training plans for all key staff (PM, BM and sale staff) in their region.
- ▶ Drive strategies for expansion, including opening of new branch offices, other channel and expansion to new operational areas.
- ▶ Ensure portfolio quality is controlled at all times.
- ▶ Lead the piloting, implementation and monitoring of new retail products in the region.
- ▶ Perform analysis on financial indicators and provide reports to senior management on these indicators including disbursement, client turnover, growth of different products, and branch delinquency
- ▶ Ensure retail product policy and procedure compliance at all branches in the region.
- ▶ Liaising with senior government officials as and when required.
- ▶ Other task assign by Chief Retail Business Officer.

## Qualification and Experiences:

- ▶ A minimum bachelor degree in business administration.
- ▶ At least five years of financial management experience in the micro-finance sector.
- ▶ Experience managing microfinance operations, ideally in a branch and/or regional manager role at AMK or another Cambodian MFI
- ▶ Good analytical and problem solving skills.
- ▶ Excellent communication and presentation skills.
- ▶ Staff supervision, training/coaching and management experience.
- ▶ Good written and spoken English, communication and interpersonal skills.
- ▶ High motivation and ability to work with limited supervision.
- ▶ Good computing skills (i.e. Microsoft Office) and good understanding and working experience of MIS for micro-finance.

## Benefits

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

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](mailto: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](http://www.amkcambodia.com)
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.