

# WE'RE HIRING

**AMK Microfinance Institution** is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,700 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 : Talent Management Officer ( 01 Post )**  
**Report To : Talent Management Manager**  
**Location : Head Office**  
**Closing Date : September 30,2022**

## Job Responsibilities:

- ▶ Implementing of all the program in talent management policy and ensure all program are running well
- ▶ Facilitating training programs to align with competency based as well as career development plan;
- ▶ Research and identify service providers that can support AMK in the delivery of learning and training on various subjects and ensure that the content meets objectives;
- ▶ Build good network with training provider, evaluation the training quality and select the best vender for customize training program;
- ▶ Assist on capacity development program to talents pool;
- ▶ Follow-up on progress and attendance of all learning and development activities, report on progress and identify issues or risks and recommend solutions; Maintain all related documents such as Training Agreement with staff/vender;
- ▶ Ensure the integration of competency based training needed into development plan;
- ▶ Follow up the implementation and monitor the training needed of staff;
- ▶ Preparing training report;
- ▶ Facilitate on arrangement for training to talents pool;
- ▶ Coordinating and facilitating staff event and workshop;
- ▶ Any other assign tasks by line manager

## Qualification and Experiences:

- ▶ Bachelor Degree or an equivalent degree
- ▶ Experience in the training/staff development
- ▶ Knowledge and understanding of microfinance sector
- ▶ Honesty and good interpersonal skills
- ▶ Good communication and facilitation skills
- ▶ Computer skills (Microsoft office, internet, email)
- ▶ High motivation and ability to work without supervision
- ▶ Excellent written and spoken English
- ▶ Frequently traveling to the branch

## 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>
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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.