

# 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** : Senior Product Development Officer ( 1 Post )  
**Report To** : Head of Product Development  
**Location** : Head Office  
**Closing Date** : July 30 2021

## Job Responsibilities:

- ▶ Develop and modify the policies, procedures and documents for credit product and other financial product as well as value added services
- ▶ Presenting new product proposals and/or enhancements to committees
- ▶ Be the leader of taskforce team in a development and improvement of new and existing credit product and other value added services, including product concept development, pilot-testing, monitoring and evaluation.
- ▶ Develop Test Case, and UAT of new and modify product/service
- ▶ Regularly follow-up and analyse the credit product and other value added services offered by key competitors within AMK's target market.
- ▶ Ongoing support to relevant stakeholder for any new/modified products to ensure high standard of policy and procedure compliance;
- ▶ Regularly reporting to Head of Product Development Department on progress of product development process, challenges or constraints to be addressed.
- ▶ Work closely with taskforce team, included Business departments, System, Legal, Risk and other related departments.
- ▶ Work with AMK partnership to develop process of product bundling model if any
- ▶ Other task assign by head /deputy head of product development department.

## Qualification and Experiences:

- ▶ Bachelor's Degree in Banking, Management, Business Administration, or Marketing
- ▶ Master or Bachelor's degree in Business Administration, Economic Sciences, etc
- ▶ Be familiar with Banking/MFI environment;
- ▶ At least two years' experience with retail credit product or commercial credit product or other services offered by MFI
- ▶ High capability to handle multiple tasks and complexities as per a number of different projects will be implemented at the same time;
- ▶ Be mature to work in collaboration with branch manager, department manager and other people at senior level both within AMK and external;
- ▶ Honesty, positive attitude, ability to think creatively and excellent interpersonal skills (team building, presentations and public speaking, facilitation and consensus-building);
- ▶ Knowledge and understanding of research design, quantitative and qualitative analysis tools and experience coordinating fieldwork;
- ▶ Strong conceptualization and analytical skills and capacity to contribute to future planning;
- ▶ Good command of English - reading, writing, and speaking;
- ▶ Good at inter-personal skill, customer service, and selling skills;
- ▶ Computer literacy (Ms. Word and Ms. Excel);
- ▶ High motivation and ability to work without supervision.

## Benefits

<ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment after pass probation</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></ul>	<ul style="list-style-type: none"><li>▶ Staff accident insurance 24/7days</li><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. Qualified women and persons with disabilities are encouraged to apply.