

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 : Talent Management Officer (1 Post)
Report To : Deputy Head of HR
Location : Head Office
Closing Date : August 06 2021

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
- ▶ Build good network with training provider, evaluation the training quality and select the best vender for Customize training program
- ▶ Assist on capacity development program for Talents pool
- ▶ Maintain all related documents such as Training Agreement with staff/vender, capacity development evaluation
- ▶ Ensure the integration of competency based training needed into development plan
- ▶ Follow up the implementation and monitor the training needed of staff under development plan 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">▶ AMK provides a competitive salary package to the employees▶ Salary increment after pass probation▶ 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.