

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

Job Responsibilities:

Performance Management

- ▶ To execute, maintain, monitor and enhance programs, policies and procedures in relation to Performance Management, and Career Development
- ▶ Ensure the system implementation for collection information on performance management
- ▶ Gathering cross-functional performance data
- ▶ Provide Performance Management training and development to managers on best practices
- ▶ Developing or updating performance development or improvement plan to handle the performance gap, if an employee does not meet the required performance level
- ▶ Maintain and update competency based by positions
- ▶ Setting performance objective and updating as necessary
- ▶ Ensure the integration of competency based framework into Performance Management & Development plan
- ▶ Control and update the whole process of performance management within the HRMS - E-PA system
- ▶ Follow up the implementation and monitor the assessment period of staff under development plan
- ▶ Assist in preparing and updating Performance Management Policies and Procedures;

Data Analysis & Reporting

- ▶ Reviews, monitors and analyzes performance results and reports them accordingly
- ▶ Identify, report and resolve workplace or interpersonal barriers to performance
- ▶ Presenting statistical performance analysis and recommending finding

Event Management & Other Support

- ▶ Facilitate all staff event such as annual staff workshop, management workshop and other workshop as needed
- ▶ Any other assign tasks by line manager

Qualification and Experiences:

- ▶ Bachelor Degree or an equivalent degree
- ▶ At least two years of HR experience
- ▶ Good understanding of HR issues and the Cambodian Microfinance Industry
- ▶ Honesty and good interpersonal skills
- ▶ Excellent written and spoken English
- ▶ Good communication and interpersonal skills
- ▶ High motivation and ability to work without supervision
- ▶ Good communication and facilitation skills
- ▶ Computer skills (Microsoft office, internet, email)
- ▶ 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
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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

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.