

# 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 Operational Risk Officer (1 Post)**  
**Report To : Operational Risk Manager**  
**Location : Head Office**  
**Closing Date : September 20, 2021**

## Job Responsibilities:

- ▶ Play central roles as the champion in operational risk and build operational risk awareness within AMK
- ▶ Design and review processes for operational risk management including Policy, Procedure Guideline
- ▶ Provide guidance to risk owners on how to manage their operational risk
- ▶ Review existing and new policies and procedures from related departments to ensure relevant risks are identified, assessed, and mitigated
- ▶ Assist to perform risk control self-assessment (RCSA) with relevant departments/branches
- ▶ Conduct fire evacuation drill at HO/branches and assist in DRP Testing
- ▶ Prepare periodic reports on operational risk
- ▶ Assist in implementation of strategies, policies, procedures and tools underlying the operational risk management framework
- ▶ Develop and conduct training of operational risk to relevant stakeholders
- ▶ Review and Assist in investigation of risk incident reports by identifying root cause, loophole and providing recommendation to branches or related departments
- ▶ Perform other tasks as assigned by management

## Qualification and Experiences:

- ▶ Bachelor's degree in Business, Finance & Banking, Auditing, or similar tertiary qualifications
- ▶ At least 2 years of working experience in bank/MFI, preferably in the area of Risk Management or Audit.
- ▶ Solid knowledge of operational risk principles
- ▶ Good verbal communication, planning, problem solving, and organizing skills
- ▶ Ability to work independently with strong result orientation and teamwork spirit
- ▶ Good interpersonal and communication skills in both English and Khmer
- ▶ Possess positive thinking mindset and can-do attitude

## Benefits

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| <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.