

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 Acquisition Officer (01 Post)
Report To : Talent Acquisition Manager
Location : Head Office
Closing Date : April 07, 2023

Job Responsibilities:

- ▶ Implement and follow the recruitment policy, strategy and procedures
- ▶ Implement to overall recruiting flow work
- ▶ Responsible to post job announcement both internal and external
- ▶ Support branches and other departments in Head Office for recruitment issue purpose
- ▶ Respond to lead recruitment event, Walk-In Interview, Career Fair & other event that required
- ▶ Responsible for reference check and to lead process for doing home visit candidates
- ▶ Build network through social Media (Facebook, LinkedIn...etc.)
- ▶ Presentation the job opportunity to school and universities student and AMK partnership
- ▶ Handle recruitment process (Screening, shortlist, test and interview...etc.)
- ▶ Responsible for recruitment report
- ▶ Responsible for staff referral and head hunting
- ▶ Responsible for internship and thesis written for student and issues the certificate for them
- ▶ Responsible for Black list report and regular check up
- ▶ Participate in staff Performance Assessment

Qualification and Experiences:

- ▶ BBA in Business Administration/ Human Resource Management and relevant field
- ▶ At least 1 year working experience in HR function or in MFI and Banking sector
- ▶ Understanding the micro-finance sector is preferable
- ▶ Good communication, facilitation and good interpersonal skills
- ▶ Excellent written and spoken English
- ▶ Clear presentation and being the independent person
- ▶ Strong computer skills (i.e. Microsoft office)
- ▶ High motivation and ability to work without supervision.

Benefits

<ul style="list-style-type: none">▶ AMK provides a competitive salary package to the employees▶ Salary increment rate every year▶ Khmer new year bonus (100%)▶ Phchum Ben bonus (50%)▶ Retirement bonus (300%)▶ AMK Pension fund (Up to 84%)▶ Retention bonus (Up to 200%)▶ Seniority payment (Backward & Forward)▶ Incentive (no cap base on performance)▶ Uniform allowance▶ Phone allowance	<ul style="list-style-type: none">▶ Moto rental allowance▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff▶ Accident insurance 24/7days▶ Birth delivery package (up to 2,400,000)▶ Staff loan (lower rate at 2%)▶ Annual leave 18 days per year▶ Paid Sick leave & maternity leave (up to 6 months)▶ Capacity development and opportunity to promote per job requirement▶ Working condition in accordance to the Cambodian Labor Law
--	---

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.