

# 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** : Senior Product Development Officer ( 01 Post )  
**Report To** : Product Development Manager  
**Location** : Head Office  
**Closing Date** : April 07, 2023

## Job Responsibilities:

- ▶ Develop and modify the policies, procedures and documents for non-credit product and other 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 non-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 analyze the non-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 Product Development Manager on progress of product development process, challenges or constraints to be addressed.
- ▶ Work closely with taskforce team, included MIS, CBS, RISK, Training, Marketing, Deposit, Agent and Operation Department to develop the product/service
- ▶ Work with research and other sale departments to collect ideas or feedbacks from clients, staff and partners for better improving of current products and services as well as initiating the possibility of product bundling for each specific segment of AMK's market.
- ▶ Other task assign by head of product development department.
- ▶ Work with AMK's partners and other relevant technical departments to develop end to-end process of product, including concept and prototype development or customization, testing and roll-out of the products and services.
- ▶ Keep a good relationship with partners and sharing feedbacks or suggestions for ongoing improvement on the partnership.

## Qualification and Experiences:

- ▶ Master or Bachelor's degree in Business Administration, Economic Sciences, etc;
- ▶ Be familiar with MFI environment;
- ▶ At least two years' experience with non-credit product development and 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 rate every year</li><li>▶ Khmer new year bonus (100%)</li><li>▶ Phchum Ben bonus (50%)</li><li>▶ Retirement bonus (300%)</li><li>▶ AMK Pension fund (Up to 84%)</li><li>▶ Retention bonus (Up to 200%)</li><li>▶ Seniority payment (Backward &amp; Forward)</li><li>▶ Incentive (no cap base on performance)</li><li>▶ Uniform allowance</li><li>▶ Phone allowance</li></ul>	<ul style="list-style-type: none"><li>▶ Moto rental allowance</li><li>▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff</li><li>▶ Accident insurance 24/7days</li><li>▶ Birth delivery package (up to 2,400,000)</li><li>▶ Staff loan (lower rate at 2%)</li><li>▶ Annual leave 18 days per year</li><li>▶ Paid Sick leave &amp; maternity leave (up to 6 months)</li><li>▶ Capacity development and opportunity to promote per job requirement</li><li>▶ Working condition in accordance to the Cambodian Labor Law</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.