

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 Legal Officer (01 Post)
Report to	:	Deputy Head of Legal and Company Secretary
Location	:	Head Office
Closing Date	:	March 24, 2025

POSITION SUMMARY

Senior Legal Officer is responsible for assisting Legal Manager/Company Secretary in managing legal affairs and corporate secretarial works of AMK.

Job Responsibilities:

- ▶ Assist Legal Manager/Company Secretary to provide legal advice to Board and Management of AMK—banking and finance matters, general corporate and commercial matters, employment and other matters.
- ▶ Draft and review legal documentation including but not limited to security documents, commercial contracts and agreements, internal policies and procedures, and terms and conditions of new products and activities.
- ▶ Assist Legal Manager/Company Secretary in managing company registration with the National Bank of Cambodia, Ministry of Commerce, General Department of Taxation and other relevant authorities/regulators.
- ▶ Liaise with relevant local authorities/regulators on regulatory matters.
- ▶ Track changes in relevant laws and regulations and ensure that the management are well informed and appropriate actions are taken.
- ▶ Monitor progress of outstanding litigation initiated by or against AMK and closely liaise with external lawyers.
- ▶ Assist Legal Manager/Company Secretary in providing efficient and reliable corporate secretarial services by ensuring proper administration of Board/Committee meetings and Annual General Meeting in accordance with relevant provisions of law.
- ▶ Other tasks assigned by Supervisor.

Qualification and Experiences:

- ▶ Holds a Bachelor of Laws.
- ▶ Knowledge of banking and financial institution laws, company law, labor law and other relevant laws and regulations governing banking and microfinance institutions is required.
- ▶ Ability to work under pressure.
- ▶ Honesty, reliability, attention to details and a commitment to strict confidentiality.
- ▶ Strong oral and written communication skill in English and Khmer and the ability to interact effectively and collaboratively both internally and externally.

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%)▶ Pchum Ben bonus (Up to 50%)▶ Retirement bonus (300%)▶ AMK Pension fund (Up to 84%)▶ Retention bonus (Up to 200%)▶ Seniority payment (Backward & Forward)▶ Incentive (no cap based 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
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Interested candidates should apply by sending a CV and a cover letter to all AMK branches and 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
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.