

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	:	Software and Business Analyst (01 Post)
Report to	:	Senior Software and Business Analysis Manager
Location	:	Head Office
Closing Date	:	29 Aug 2025

Job Responsibilities:

- ▶ Lead requirements gathering efforts and study the importance of the business case and emit project priority level
- ▶ Understanding the needs of multiple stakeholders
- ▶ Identifying the current and future-state business processes
- ▶ Helping the business stakeholders envision the future and how their work will need to change to support the future
- ▶ Creating, analysing, and validating detailed functional specifications
- ▶ Facilitating design sessions with the implementation team to define the solution
- ▶ Work with technical team to translate requirements into functional and technical specifications including UX/UI, Process Flow, Business
- ▶ Liaise with respective departments to define and create Rule, Data Flow, Network Diagram, System Architecture, Database, Structure, Security Compliancy, etc.
- ▶ Work with business departments to collect/write test cases before first product release is done
- ▶ Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables
- ▶ Assist Development Team to make sure the development is met the requirement
- ▶ Assist business in testing the delivered product and link to the development team for any discrepancies
- ▶ Establish project review to make sure everyone learns from the project experience.
- ▶ Strictly follow the project management framework and methodology.
- ▶ Control documents in each project milestone.
- ▶ Project Kick-Off: organize the kick-off and prepare the related executive presentation to introduce important project items such as team, plan, budget and risk.
- ▶ Coordinate with stakeholder to create a project timeline.
- ▶ Ensure the successful completion of required deliverables/milestones.

Qualification and Experiences:

- ▶ Bachelor Degree in Computer Science or higher.
- ▶ A minimum of database design, development and administration experience.
- ▶ A minimum of 1year experience in business analysis or a related field and Project Management.
- ▶ Excellent planning, organizational, time management skills, interpersonal skills and a proven track record.
- ▶ Leadership skill and ability to manage multiple teams.
- ▶ Good verbal and written communication skills in both Khmer and English.
- ▶ Ability to analyse business requirements and functional requirements.
- ▶ Ability to influence stakeholders and work closely with them to determine acceptable solutions.
- ▶ Ability to work effectively as a team member and independently.
- ▶ Experience in Financial Institute is a plus.

- ▶ Experience in Digital Banking Systems/Products is a plus.
- ▶ Experience in program administration, operating procedures, oversight and monitoring.
- ▶ Good integrity, positive attitude, helpful and high commitment, competence and motivation.
- ▶ A technical knowledge of IT comprehension is required.
- ▶ Must be able to learn and research for new technologies.
- ▶ Willing to work under pressure.
- ▶ Ability to work as a team or independently.
- ▶ Creative, Innovative and flexible.

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 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
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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. Chamkarmorn, 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.