

# 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.

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<b>Job Title</b>	<b>:</b>	<b>Software and Business Analyst (01 Post)</b>
<b>Report to</b>	<b>:</b>	<b>Senior Software and Business Analysis Manager</b>
<b>Location</b>	<b>:</b>	<b>Head Office</b>
<b>Closing Date</b>	<b>:</b>	<b>12 Sept 2025</b>

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## 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"> <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>▶ Pchum Ben bonus (Up to 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 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](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.