

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 Operational Risk Officer (01 Post)
Report to : Deputy Head of Risk
Location : Head Office
Closing Date : 22 Oct 2025

Job Responsibilities:

- ▶ Play central roles as the champion in operational risk and build operational risk awareness within AMK
- ▶ Design and review processes for operational risk management including Policy, Procedure Guideline
- ▶ Provide guidance to risk owners on how to manage their operational risk
- ▶ Review existing and new policies and procedures from related departments to ensure relevant risks are identified, assessed, and mitigated
- ▶ Prepare periodic reports on operational risk for management and related committee
- ▶ Review counterparty risk assessment(CRA) from related department
- ▶ Develop Joget system related to the operational risk process
- ▶ Dealing with insurance for renewal and claim
- ▶ Assist in implementation of strategies, policies, procedures and tools underlying the operational risk management framework
- ▶ Develop and conduct training of operational risk to relevant stakeholders
- ▶ Review and Assist in investigation of risk incident reports by identifying root cause, loophole and providing recommendation to branches or related departments
- ▶ Perform other tasks as assigned by management.

Qualification and Experiences:

- ▶ Bachelor's degree in Business, Finance & Banking, Auditing, or similar tertiary qualifications
- ▶ At least 2 years of working experience in bank/MFI, preferably in the area of Risk Management or Audit
- ▶ Solid knowledge of operational risk principles
- ▶ Good verbal communication, planning, problem solving, and organizing skills
- ▶ Ability to work independently with strong result orientation and teamwork spirit
- ▶ Good interpersonal and communication skills in both English and Khmer
- ▶ Possess positive thinking mindset and can-do attitude.

Benefits

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| <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.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.