



**AMK Microfinance Institution Plc.** is one of the largest microfinance institutions in Cambodia. AMK serves a large number of over 500,000 customers with more than 2,400 staffs nationwide.

**Job Title** : **Junior Database Administrator**  
**Report to** : **Head of Management Information System**  
**Location** : **Head office**  
**Closing Date** : **March 27, 2017**

### Job Responsibilities

- ▶ Maintain databases ensuring that data is held securely, with integrity and meets all AMK's policy and security standards. Ensure that processes for the capture and maintenance of data are effective and efficient.
- ▶ Ensure necessary system maintenance and upgrades are planned, communicated and implemented with minimal impact on business operations; identifying any relevant training requirements which staff may need to be trained on or notified of the changes
- ▶ Design, implementation, support and monitoring of Data Warehouse and Reporting Systems
- ▶ Provide subject matter expertise, advice and consultancy for assigned projects
- ▶ Ensure that backup and recovery plan for databases, application and reporting systems are in place
- ▶ Installing and testing new versions of the DBMS
- ▶ Create and maintain up to date the documents, including data standards, procedures and definitions for the data dictionary.
- ▶ Communicating regularly with technical, applications and operational staff to ensure database integrity and security
- ▶ Developing, managing and testing back-up and recovery plans; ensuring that storage and archiving procedures are functioning correctly; capacity planning;

### Qualification and Experiences:

- ▶ At least Bachelor degree or equivalent on Computer Science or Information Technology;
- ▶ At least 3 years of Development, Data Warehouse and Business Intelligent experience;
- ▶ Experienced in Microfinance or Banking sector is preferred;
- ▶ Certified Oracle DBA are preferred;
- ▶ Knowledge in databases including Microsoft SQL, MySQL, and Oracle;
- ▶ Experienced in large scale MIS environment with multiple databases and multiple platforms;
- ▶ Experienced in the creation & reviewing of system architecture and technical documentation;
- ▶ Good in written and verbal communication skills and the ability to communicate effectively at all levels of the business;
- ▶ Ability to work independently or as a team member;
- ▶ Good in problem solving and analysis skills;
- ▶ Good organization and execution skills.

AMK provides competitive salary package to its employees with multiple bonus and other benefits, including Khmer New Year bonus, Pchum Ben bonus, incentive, pension fund, 100% medical insurance for employee's spouse and dependences for local treatment and for staff is up to USD 2,000 for oversea treatment, 24 hours accident insurance, staff loan for education purpose with only 2% interest rate per year, USD 300 bonus for both maternity or paternity and up to USD 1,000 if surgery required, 18 days annual leave, capacity building per job requirement, and good working condition in accordance to the Cambodian Labor Law.

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. Chamkarmorn, Phnom Penh, Cambodia or E-mail: [recruitment@amkcambodia.com](mailto:recruitment@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
- A copy of transcript is preferred.

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 disabled people are encouraged to apply.

Only short-listed candidates will be contacted for interview.