

AMK Microfinance Institution Plc. is one of the largest microfinance institutions in Cambodia. AMK serves a large number of over 1,000,000 customers with more than 3,000 staffs nationwide.

Job Title : Senior Product Development Officer
Report to : Product Development Manager
Location : Head Office
Closing Date : September 23, 2019

Job Responsibilities

- ▶ Develop and modify the policies, procedures and documents for SME credit product and other value added services
- ▶ Presenting new product proposals and/or enhancements to committees
- ▶ Be the leader of taskforce team in a development and improvement of new and existing credit product and other value added services, including product concept development, pilot-testing, monitoring and evaluation.
- ▶ Develop Test Case, and UAT of new and modify product/service
- ▶ Regularly follow-up and analyse the credit product and other value added services offered by key competitors within AMK’s target market.
- ▶ On going support to relevant stakeholder for any new/modified products to ensure high standard of policy and procedure compliance;
- ▶ Regularly reporting to **Product Development Manager** on progress of product development process, challenges or constraints to be addressed.
- ▶ Work closely with taskforce team, included MIS, CBS, RISK, Training, Marketing and other relevant person to develop the product/service
- ▶ Work with research and other sale departments to collect ideas or feedbacks from clients, staff and partners for better improving of current products and services as well as initiating the possibility of product bundling for each specific segment of AMK’s market.
- ▶ Work with AMK partnership to develop process of product bundling model
- ▶ Other task assign by head /deputy head of product development department.

Partnerships Building Responsibilities

- ▶ Work with AMK’s partners and other relevant technical departments to develop end-to-end process of product, including concept and prototype development or customization, testing and roll-out of the products and services.
- ▶ Keep a good relationship with partners and sharing feedbacks or suggestions for on-going improvement on the partnership.

Qualification and Experiences:

- ▶ Master or Bachelor’s degree in Business Administration, Economic Sciences, etc;
- ▶ Be familiar with MFI environment;
- ▶ At least two years experience with Credit Product development and other services offered by MFI;
- ▶ High capability to handle multiple tasks and complexities as per a number of different projects will be implemented at the same time;
- ▶ Be mature to work in collaboration with branch manager, department manager and other people at senior level both within AMK and external;
- ▶ Honesty, positive attitude, ability to think creatively and excellent interpersonal skills (team building, presentations and public speaking, facilitation and consensus-building);
- ▶ Knowledge and understanding of research design, quantitative and qualitative analysis tools and experience coordinating fieldwork;
- ▶ Strong conceptualization and analytical skills and capacity to contribute to future planning;
- ▶ Good command of English - reading, writing, and speaking;
- ▶ Good at inter-personal skill, customer service, and selling skills;
- ▶ Computer literacy (Ms.Word and Ms.Excel);
- ▶ High motivation and ability to work without supervision.

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▶ Phchum Ben bonus▶ Retirement bonus▶ Staff incentive▶ Staff pension fund▶ Staff retention bonus▶ 100% medical insurance for employee's spouse and dependences for local treatment▶ Staff overseas treatment	<ul style="list-style-type: none">▶ Staff accident insurance 24/7days▶ Staff loan for education purpose with only 2% interest rate per year▶ Staff housing loan with only 5% interest rate per year▶ Paternity and Maternity allowance▶ Annual leave 18 days per year▶ Staff 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: 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: 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
- 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

AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.