

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 : **Relationship Officer, Micro Loan (35 Posts)**
Report To : **Relationship Supervisor, Micro & Small**
Location : **All Branches**
Closing Date : **July 20, 2024**

Job Responsibilities:

- ▶ Contact with village chief and do a survey overall status in the village such as villager occupation, competition, security and credit demand.
- ▶ Chair a meeting to dissemination information for AMK financial product and policies to the villager and local authority.
- ▶ Train the village bank president, group leader and all the members about their role and responsibilities in the village bank and also train about AMK policies.
- ▶ Ensure that loan application both group and individual loan are properly filled in and evaluated before sending to Area Manager for his/her evaluation.
- ▶ Ensure that the loans are disbursed in accordance to the need and repayment capacity of the clients and AMK policies and monitoring loan utilization of the members to ensure the good quality.
- ▶ Ensure that all transactions related to loan and savings are recorded properly and also cash handling are managed in the good manner.
- ▶ Ensure that all policies are implemented.
- ▶ Solve the problem occurrence in the village banks with loan delinquencies with VBP.
- ▶ Report verbally to Area Manager/Branch Manager the issue occurring in the village banks.
- ▶ Promote, collect client deposit and withdrawal.

Qualification and Experiences:

- ▶ A minimum bachelor degree in any field.
- ▶ Strong commitment to work in the village level.
- ▶ Be able to drive a motorcycle.
- ▶ Strong Interpersonal skills
- ▶ Strong communication with the community.
- ▶ Good calculation and explanation in number.
- ▶ Be able to read and write English.

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 based 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 or 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.