

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 : **Nurse (01 Post)**
Report to : **Employee Relation Manager**
Location : **Head Office**
Closing Date : **April 12, 2025**

Job Responsibilities:

- ▶ Provide emergency care to staff in the event of accidents, occupational illness or sickness during working hours.
- ▶ Maintains the Infirmary including medical equipment and medicine.
- ▶ Ensure that the First Aid Boxes are maintained at all Branches.
- ▶ Ensure that AMK is in compliance to the Cambodian Labor Law relate to Health and Safety at the work place.
- ▶ Work collaboratively with cooperate Hospital/Clinic on staff illness and treatment.
- ▶ Coordinate and participate in various Health & Safety meeting and other activities.
- ▶ Responsible for follow up and check all medical claim process and reimbursement.
- ▶ Responsible for staff insurance to NSSF claim process and follow up.
- ▶ Collect claim received and organize the payment to Finance Department.
- ▶ Responsible for monthly accident report and accident record in HR system.
- ▶ Interprets and explain insurance policy to Employees.
- ▶ Maintains all related illness and accident policy in AMK.
- ▶ Helping staff to do Medical check and update the Heath certificate record in HR system.
- ▶ Any other related duties/projects assigned by the direct supervisor from time to time to meet the department needs.

Qualification and Experiences:

- ▶ Degree in Nursing or Publish Health or other related fields.
- ▶ Nursing experience or relevant working experience.
- ▶ Good communication, facilitation and good interpersonal skills.
- ▶ Good computer skills (Microsoft office) and Able to Read, Write and Speak English.
- ▶ Good problem solving and negotiation skill.
- ▶ High motivation and ability to work without supervision.

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. 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
- 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.