AMK Microfinance Institution Plc. is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,500 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.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Management Trainee (4 positions)</th>
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<td>Report to</td>
<td>Management Trainee Committee</td>
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<td>Location</td>
<td>Head Office</td>
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<td>May 08, 2020</td>
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During 2 years’ period of project, Management Trainee can develop knowledge, abilities and managerial skills, on-the-job assignments will be required trainees to work in variety of different situations and will be oriented at branch/each department in Head Office.

**Job Responsibilities**

**At branch level that Management Trainee to learn:**

- **All Credit Officer’s task with field visit**
  - AMK products information dissemination
  - Loan application filling and appraisal both group and individual loan
  - Loan management, Recording and cash handling
  - How to solve the problem occurrence in Village Banks with loan delinquencies with VBP and individual client?

- **All Teller’s task and work at branch office**
  - Prepare cash disbursement base on requisition that approved by Provincial Manager (PM)
  - Loan and Saving transactions in system such as open new loan account, generate disbursement list and collection sheet or field visit report
  - Loan and Saving document record such client loan file, and client open/close saving account file.

- **To learn and assist the work of Provincial Manager and Branch Manager**
  - How to develop annual disbursement plan, monthly cash projection, weekly cash disbursement and achievement
  - How to prepare report such as Branch accounting report, Monitoring and Rotation and Overdue
  - Portfolio and efficiency analysis, budgeting and internal control, competitive analysis and market assessment

**At Head Office level that Management Trainee to learn:**

- Work in specific department as a role of department officer
- Assist to a specific task that assigned by Head Department
- Will be assigned as a mentor from AMK senior management team
- Learn from Head Department on foundational knowledge to enable trainees to succeed in program
- Any other task as deemed necessary and requested by direct line manager

**Qualification and Experiences:**

- At least finish first semester of year 4 in field of Accounting, Banking and Finance, Marketing & relevant fields
- To be outstanding student (Top ten student in the class)
- Good communication, facilitation and interpersonal skills
- Flexible & initiative person
- Good written and spoken in English.
- Strong computer skills (Microsoft office)
- Be able to travel to province
Benefits

- AMK provides a competitive salary package to the employees
- Salary increment rate every year
- Khmer new year bonus
- Pchum Ben bonus
- Staff pension fund
- 100% medical insurance for employee’s spouse and dependences for local treatment
- Staff overseas treatment
- Staff accident insurance 24/7days
- 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

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 disabled people are encouraged to apply.
Only short-listed candidates will be contacted for interview.