

Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is Cambodia's first and foremost bank. It is a joint private/ Government venture and has been providing customers with safe and reliable banking services for over 36 years. With our head office in Phnom Penh, we currently operate eleven branches and office in Phnom Penh, Sihanoukville, Siem Reap, Battambang and Kampong Cham province and plan to continue expanding our distribution network. In order to cope with the growth, we are looking for highly motivated and qualified candidates to join with our *"Employer of Choice bank"*:

Staff of HR Department (01 position based in Head Office, Phnom Penh)

Working closely with HR manager and various departments, increasingly in a consultancy role, Assisting line managers to understand and implement HR policies and procedures.

Main Duties

- Develop and implement related HR policies such as working conditions, performance management, equal opportunities, disciplinary procedures and record employee leaves or absent
- Advertise staff vacancies, assess applications, administer selection tests, interview applicants, prepare reports and make recommendations to management about staff appointments
- Analyze the skills and qualities required for each particular job and develop job descriptions and duty statements of each department
- Provide advice and information to management and employees on human resource policies and procedures, including equal opportunity, anti-discrimination, career development and so on
- Conduct orientation and employee's induction for new staffs and managements
- Prepare and update HR files such as employee profile, staff's appraisal, evaluation, promotion and transferring
- Represent the bank to coordinate with ministries and government agencies and arrange monthly payment to NSSF
- Prepare Overtime worksheet and check attendance for payroll
- Revive and renew employee contract and issuance of staff identity card or and issuing administrative letters of HR

Skills/ Experiences

- Bachelor Degree in HR management or related fields
- At least two years experience in HR management with banking sector or MFIs
- Cambodian national only and able to read and write Khmer well
- Have knowledge of Labor Law and Labor Market
- Good organizational and time management skills
- A strong desire to work in a team and deal with challenge
- Excellent negotiation and internal & external relationship building
- Be confident about gathering facts and statistics and making financial calculations
- Respect the importance of confidentiality; particularly, adhere the professional ethics code and secrecy
- Enjoy working with people and be patient, tactful, diplomatic and approachable
- English language proficiency and Strong computer skills, knowledge of database management
- Perform other duties as assigned by Managements

How to Apply:

Submission Deadline: 11 June 2018 at 5.00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: HR@ftbbank.com or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh.

Only short-listed candidates will be contacted for interview.

☎ : 023 862 111

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www.ftbbank.com

 : www.facebook.com/ftbcambodia