



# Vacancy Announcement



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Foreign Trade Bank of Cambodia

## Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our "Employer of Choice Bank"

### **Legal Officer (01 Position Based in Head Office, Phnom Penh)**

The primary function of the position is responsible for monitoring all legal affairs within their organization. They handle both internal and external legal concerns, and are tasked with doing everything in their power to keep their organization out of legal trouble.

#### **Main Duties**

- To monitor a firm's legal affairs, ensuring that they remain in compliance with all laws and regulations concerning their field.
- To review all documents, contracts, and changes to the legal landscape and examine how these changes affect the policies of the organization.
- Provide legal advice on corporate governance and commercial agreement matters.
- Search for relevant laws and regulations, and compile all documents in order in the library.
- Assist to Legal Affairs Department Manager to determine legal risk, and draft or assist to review, and give advice on any official contract / agreements and other conditions/forms of FTB that submits.
- Provide recommendation on legal risk reduction related to new products/service introduction and its changing in FTB.
- Assist/plan in the correction in case of abusing the legal law.
- Response to regulators for any key information/announcement.
- Assist to coordinate and record all relevancies of regulators.
- Perform other related duties as assigned.

#### **Skills/ Experiences**

- Bachelor degree or Master Degree in law or related field.
- At least 2 year experience in related areas.
- Knowledge of all applicable laws, rules and regulations.
- High attention to detail.
- Ability to prepare complex legal documents.
- Fluency of English and Khmer in both speaking and writing.
- Self-motivated and meticulous attention to details.
- Strong organizational, interpersonal, team player and good negotiation skills.

#### **How to Apply:**

**Submission Deadline: 10 Feb 2021 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](mailto: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.

More information, please kindly contact phone number: 081 666 597/ 081 666 535

☎ : 023 862 111

E-mail: [hr@ftbbank.com](mailto:hr@ftbbank.com)

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Investing in the future