

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”

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

The primary functions of the position are to develop and updated HR policies, procedures and to develop staff's job responsibility.

Main Duties

- Develop & writing job descriptions and duty statements of each department.
- Analyze staff performance management (KPI) and develop performance management policy/procedure.
- Analyze staff future career plan and update career development policy.
- Leave management and update Leave procedure.
- Analyze and update Daily Activities Job.
- New HRD project & Update related HRD policy/procedure.
- Other duties as assigned by Manager.

Skills/ Experiences

- Bachelor Degree in Management, Banking and Finance or related fields
- At least one year experiences in banking sector or MFIs
- Good organizational and time management skills
- A strong desire to work in a team and deal with challenge
- Ability to form working relationships with people at all levels
- English language proficiency and Strong computer skills

How to Apply:

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.

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