

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”

Manager Policy Writer (01 position based in Head Office, Phnom Penh)

Directly reporting to Head of Risk Management Department. This role is responsible for developing the Bank's policies and procedures to ensure that the policies and procedures are sufficient and in place and have standard of practice.

Main Duties

- Ensure the Bank's policies and procedures are sufficient and in place in compliance with the law and regulations.
- Identify any inadequacy of policies, procedures, and guidelines within the Bank and recommend for their establishment.
- Work closely with relevant departments/branches in establishing policies, procedures, or guidelines, for the Bank's operating environment and assess if additional external expertise is needed.
- Review and update the policies and procedures that reflects the changing regulatory environment.
- All updates, revisions and deletions must be recorded and easily accessible.
- Maintain policies, procedure, guideline requires that policy writers keep accurate files.
- Collect statistics information of the applicable Banking practices in Cambodia including common practices within the FTB or by various institutions.
- Convent a meeting from various departments/branch to discuss over found issues or challenges that hinder the establishment of the relevant policies and procedures.
- Evaluate the outcome whether the policies and procedures improves the operating aspect of the Bank.
- Ensure that sufficient trainings of policies and procedures are provided to all employee.
- Make sure employees understand the Bank's rules and regulations.
- Prepare quarterly report for Risk Management and Compliance Committee on analyzes of policies, procedure and guideline.
- Perform other duties as assigned.

Skills/ Experiences

- Bachelor degree or MBA in Banking & Finance or related fields.
- At least five year of experience in developing policies and procedures with banking sector or MFIs.
- Knowledge of Cambodian Labor Law and labor market.
- Good organizational and time management skills.
- A strong desire to work in a team and deal with challenges.
- Good negotiation and internal & external relationship building.
- Enjoy working with people and be patient, tactful, and approachable.
- Proficiency in English and computer skills.

How to Apply:

Interested candidates, please submit your most updated CV (**with current photo**) and a cover letter to this mail address: HR@ftbbank.com or 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

www.ftbbank.com

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