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## VACANCY ANNOUNCEMENT

**Chamroeun** is a leading Cambodian social microfinance institution working to achieve positive and lasting changes in the livelihoods of economically active poor families by providing a wide range of responsible microfinance and complementary socio-economic services in a socially responsible manner. As of today, Chamroeun is standing in grade 11<sup>th</sup> among all microfinance institutions in Cambodia in terms of active borrowers with 24 service points in 16 provinces across the country. As of 30<sup>th</sup> January 2017, Chamroeun employed 300 full time staff.

Position	Report to	Location	Closing date
Branch Manager (01 Post)	Head of Provincial Office	Phnom Penh	24 February 2017

### ROLES AND RESPONSIBILITIES:

- Be responsible for overseeing all aspects of branch operations, these includes: managing, monitoring, supervising, and supporting branch staff in management of loan transaction;
- Work towards in achieving or exceeding the projections set out for the respective branch's objectives;
- Be responsible for all loans made by the branch, ensure that all processes and procedures are properly complied and that all loan documents are completed, timely, and accurate;
- Review and approve all expense at branch level to ensure that prudent cash management practices are followed in line with the finance policies and procedures;
- Be responsible for MIS at branch level to ensure that all activities related to MIS is followed in line with the IT policy;
- Participate in creating efficient and motivated teams at the branch tasks including: staff recruitment, coaching, supervising, performance review, and overall support to all staff and;
- Office management to ensure that all branch activities are fully implemented with Admin policy and procedure.

### QUALIFICATION

- Bachelor Degree in Finance/Banking, Business Administration or any equivalent;
- At least 3 years of working experience in MFIs/Bank sector, plus 1 year of working experience in management role;
- Good understanding of Cambodia microfinance industry;
- Good command in English including writing, speaking, reading and listening;
- Have a good interpersonal and communication skills, team work, independent, and result-oriented;
- Be able to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines;
- Be a Cambodian citizen, good background and having valid driving license;
- Integrity, accountability, and commitment, and strongly passion towards working with the poor and social mission.



### BENEFITS AND REMUNERATION

Chamroeun offers candidates a competitive salary based on competency, experiences, and scope of work. We also provide annual salary increase based on annual performance and inflation, 13<sup>th</sup> month salary for Khmer New Year, healthcare program, life and accident 24-hour insurance and other benefits.

### HOW TO APPLY

Interested and merit applicants meeting the above requirements should submit cover letter and CV with current photo, a copy of previous employment recommendation, family or residence book, ID card, or certificate of birth, any diplomas or certificates to Chamroeun's Head Office located at 425, Street 271, Sangkat Toul Tumpoung II, Khan Chamkar morn, Phnom Penh, Cambodia or the branches nearest to you or via email: [job@chamroeun.com](mailto:job@chamroeun.com). For further details please kindly to visit the website: [www.chamroeun.com](http://www.chamroeun.com).

**CHAMROEUN** is an Equal Opportunity Employer. Qualified women and disabled people are strongly encouraged to apply, and only shortlisted candidates will be contacted for interview. The candidate's application will not be returned.