



### Job Announcement

MOHANOKOR Microfinance Institution Plc is a financial institution in the provision of inclusive financial services to poor people within operation areas in 25 provinces and cities in order to contribute to the social economic development in Cambodia. To respond with rapidly growth of institution, we are looking for the qualified applicants for the vacant position as **Training and Development Officer - 01 Post** based in **Head Office**.

❖ **Job Responsibilities:**

- Participate in the implementation of policies, procedures and workflows related to the training process.
- Disseminate widely on policies, procedures, workflows and instructions related to effective and high quality training.
- Participate in preparing, implementing and monitoring the planning and management of training expenditures for high efficiency, with reference documents on planning and expenditure.
- Participate in the implementation of training programs (Training Curriculum) Employees in all areas of management skills and coordinate the training process effectively on a number of tasks such as: composition of trainers, facilities, training materials, training time and course evaluation, as well as study, research, search for lesson materials and New teaching methods to make the training program get good results.
- Participate in the study to find training needs (Training Need) Employees in all professional fields of the institution to fill the gaps by collecting information from the training needs, analyzing and reporting on the evaluation of information received to management.
- Manage and maintain all training-related documents efficiently, both in the system and in the cabinet, including: policies, procedures, workflows, training instructions, training schedules Each list of participants by lesson, list of quotations, subjects, results, course evaluation and other documents related to the training.
- Coordinate with relevant departments to analyze staff capacity to perform work and arrange training programs for staff on a regular basis to increase work capacity to effectively implement policies and practical work.
- Participate in coordinating training sessions (inspecting places, presence, order, hygiene, aesthetics and coordinating with trainers ...).

❖ **Job Requirement**

1. Bachelor degree in Human resource, Marketing, public administration, Finance and Banking, Law, economics .extra
2. At least 3 years' experience in operations with commercial banks.
3. Strong managerial, planning, organizational, decision-making, interpersonal, analytical, and lateral thinking skills.
4. Strong problem solving, negotiation, and follow-up skills.
5. Good in time management and schedule trending.
6. Have good computer skills (Microsoft office, internet and email).
7. Excellent written and verbal communication in English.
8. High responsibility and integrity.

➤ **How to apply**

- Interest candidates can be send an application with detailed CV to MOHANOKOR through E-mail address: [recruitment@mohanokor.com](mailto:recruitment@mohanokor.com) or direct address #24, Yothapol Khemarak Phoumin Blvd (271), Sangkat Ou Baek K'am, Khan SenSok, Phnom Penh, Kingdom of Cambodia.
- Only short-listed candidates will be contacted for an interview
- For more information, please contact phone or Telegram: **087 999 291 / 087 999 221**.

*Thank You!*