



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 **Performance Management Officer - 01 Post** based in **Head Office**.

❖ Job Responsibilities:

- Assist to develop and revise KPIs for each position based on current HR strategies;
- Assist to develop and revise of staff performance appraisal form including ranting and scoring ;
- Present of staff performance appraisal process to committee members ;
- Collect all feedback from committee members and branch for improvement staff performance appraisal form;
- Consolidate and present PA results of the end of year
- Follow up and update of KPIs based current business strategies;
- Assist to develop and revise staff satisfaction survey questionnaire
- Present of staff satisfaction survey process to committee members
- Consolidate and present survey results
- Assist to improve of working environment based on survey results
- In Charge of HR Office including branch management meeting,
- Strengthen code of conducts
- Strengthen staff disciplinary
- Conflict of Interested, working environment... Etc.
- Perform other tasks required by Manager of Performance Unit
- Assistant Manager of Performance Unit will be reporting to Mohanokor`s Strategy
- He/she has good communication with Head Office and Branches
- Mohanokor`s procedure
- Do monthly to manager of Recruitment Unit

❖ 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 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!