



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 **Manager of Recruitment Unit - 01 Post** based in **Head Office**.

❖ Job Responsibilities:

- Set the Recruitment Plan for Long Term and Short Term (2 & 5 years)
- Lead event like Employer Branding such as National Employment Agency University and other Organization for resource supporting staff
- Assign and work close for internal and external announce like LinkedIn; Facebook; Telegram to be ensure that all Artwork and announce show off the branding of Mohankor's Reputation
- Set the recruitment plan to align with business's need and recruit the qualified staff on time
- In charge of recruitment for Planning; Organizing; Leading and Evaluating on Daily Task and Monthly
- Controlling and Leading for Recruitment for whole process
- Do Decision making for New Hiring and Freezing post
- Candidates negotiate for hiring
- New employees orientation and training
- Lead hiring process of candidate like interview sheet; home, physical health checkup and other document
- Assigning Team to coordinate and joining as committee Interview
- Establishment for recruitment policy and procedures and take action
- Assign subordinate staff who have broken the policies and procedures ensure document keep in file properly
- Support on providing general administrative tasks to support to business operation on time
- Assign subordinate for candidate shortlist; Invitation and On the Job training staff
- Work Closely with stakeholder department/ Branch for staff movement, change location, promotion, Replacement, demotion and conflict case
- Train, coach, and mentor the staff for recruitment unit

❖ Job Requirement

1. Graduated Bachelor degree of Business Administration in Management, Accounting, Finance and Banking, Economics and other field relevant.
2. Minimum 02 years working experience in performance appraisals for Banks and/or MFIs.
3. Good knowledge of numerate, accurate and comfortable when dealing with high volumes of data in both graphical and tabular.
4. Able to work and have a spiritual of working as a team.
5. Fluent in English, both written and verbal.
6. Competent in the use of Computer literacy (Ms. Office).
7. Good integrity, positive attitude, helpful, high commitment, competence and motivation.

➤ 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!