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MOHANOKOR Microfinance Institution Plc

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 **Senior Training Officer - 01 Post** based in **Head Office**.

Job Responsibilities:

- Assist or replace, development, and update policies, procedures, and workflows related to the training process.
- Assist or replace the widespread dissemination of policies, procedures, workflows and instructions related to the effective and high quality training.
- Assist or replace, organize, implement and monitor training planning and training expenditure management plans to be highly effective, with documented references on planning and budgeting.
- Assist or replace the training program (Training Curriculum) employees in all of management skills and coordinate the training process effectively on some work, such as composition of trainers, training facilities, training materials, training time and training. As well as research and find new lesson materials and teaching methods for the training program to get good results.
- Assist or replace the training needs of employees in all of Mohanakor Microfinance Plc. to fill the gaps by collecting information from the training needs, analysing and reporting on the evaluation of the information received. Management.
- Assist or replace the management and maintenance of all training-related documents with high efficiency, both in the system and in the cabinet or krono, including: policies, procedures, workflows, instructions Training The training schedule of each course, the list of participants by the training course, the lessons in the training, the list of attendance quotes, the training, the training subjects, the training results, the evaluation of the training course and other documents related to the training.
- Assist or coordinate with the relevant departments in analysing the ability of staff to perform their duties and organize regular training programs for staff to increase their capacity to effectively implement policies and practical work.
- Assist or replace the collection of report data from all departments and branches related to the monthly meeting or training and make a report related to the monthly training.
- Assist or replace work, be responsible for other tasks as assigned or as required by the direct manager in the competent role and all problems that occur within the role must be reported immediately to the direct manager in the structure to solve.

Job Requirement

- Bachelor's degree in education or other related skills.
- At least 3 years of relevant training experience or facilitate of training.
- Development ideas and innovations to increase training efficiency.
- Have technical knowledge such as Ms. Word, Excel, PowerPoint, Email.
- Good communication with all relevant other people and trust.
- Honesty, good health, strong commitment to work, perseverance, goals and vision.

➤ **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!