



គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ មហានគរ ប.ក

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 **Design Officer - 01 Post** based in **Head Office**.

### ❖ Job Responsibilities:

#### 1 -Digital Design

- Manage, make and Update website of all institution.
- Lead and check up the process of preparing, creating and updating information for publication on the institution's website to the correct standard to provide attractive and easy to customers – the public to visit and research.
- Lead and control the receiving and response of emails from customers who contact the institution and forward to the relevant departments or staff properly and timely
- Lead and control the management of website data management system that is easy and efficient.
- Lead and oversee the creation and updating institution's Web Applications to provide ease of use to stakeholders and customers.
- Lead preparation yearly annual institution report book and support make this yearly annual institution report book.
- Lead the creation of greeting cards, photography, video, music and animation for use in the production of commercials and use in the website of the institution.
- Lead design web banner and graphic for use on the institution's website as well as for use in the annual report book.
- Lead, checkup and update website data, management banner and E-mail (info@mohanokor.com) properly.
- Lead, checkup on research, make, design and update material (Printed Materials, User's Guide), Artwork, publishing in the press page... for production as a media tool to promote to sale of productions and services of the institution to run smoothly.

#### 2 -General Design

- Lead and oversee all design research Artwork designed sample ,Rate Board, Light Boxes, Artwork products, services, branch location and Icon.
- Lead and inspect the research on branch location, images and Icons used in various official event.
- Lead and oversee research and update Application Form, Passbook, Screen ATM ,Wishing Card for use in various events of the institution.
- Lead and oversee the design of new office building, ATM rooms to ensure the aesthetics and attractiveness of the institution's service.
- Lead and inspect all media outlets and ATM locations to ensure common standards (color, scale and size), logos and other promotional materials to prevent old, worn or outdated Home, etc.
- Lead and oversee the preparation of network reports of all products and services of the entire institution on a regular basis, accurate, sufficient and timely to support successful sales.
- Lead and supervise the design support for all types of media (leaflets ...) to the branches correctly and in accordance with the actual needs.
- Responsible for other tasks to be assigned by management in charge.

### ❖ Job Requirement

1. 18 years old and above.
2. Currently studying or Bachelor's degree or higher in Marketing, IT and Architecture.
3. At least 3 years of experience related to professional work.



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4. Have technical knowledge such as Microsoft Office, Photoshop, Corel, Adopt Premier, UX-UI...
5. Ability to work with team.
6. Creativity and strong analytical skills.
7. Good communication with all relevant media and increase trust.
8. Honest, healthy, willing to work, patient.

➤ **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!***