



# គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ មហានគរ ម.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 **Branch Manager - 01 Post** based in **Siem Reap Provincial Branch**.

#### ❖ Job Responsibilities:

##### 1. Plan Monitor and Report Management

- Leading and developing a long-term business strategic plans such as weekly, monthly and annual.
- Reviewing the long-term business strategic plan of credit for monthly, annual, and weekly and monthly work plans.
- Developing a long-term strategic plan of monthly and annual savings and deposits.
- Conducting for weekly and monthly financial (cash) strategic plans.
- Developing for recruitment plans and management operation.

##### 2. Determining the potential region for lending, savings-deposit and financial services

- Analyzing and Evaluation operating region (district / khan, commune / sangkat and village).
- Monitoring and Leading for promotion of services and products within and outside the operating regional.
- Encouraging and participating in the evaluation of clients who are requesting loans.
- Authorizing and participating lending in real regional operating.
- Ensuring the compliance and procedures, policies, and performance of work as directed by the Mohanakor`s and the director general.
- Keeping a good in touch with the customer and reducing the satisfaction from clients or Customer.
- Understanding the competitive environment of microfinance services in the entire operating regional.
- Monitoring and managing all non-performing loan statements and resolve debt issues.

##### 3. Cash Management

- Checking the cash flow and cash flow in the system.
- Determining and manage cabinets according to financial policies and procedures.
- Managing the basics of cash delivery in cash flow procedure.
- Reserving for loan transactions and deposit services.
- Managing the cash balance at all times.

##### 4. Expenditure Management

- Monitoring and approving of the request for pretty cash in accordance with the procedure and procedures of the Mohanakor MDI.
- Checking all expenses and related documents.
- Analyzing and evaluating to compare operating expenses with revenue.

##### 5. Employees Management

- Monitoring and leading the employee daily activities.
- Reviewing the achieved results compared to the plan.
- Modeling and managing employees to pushing the selling target.
- Planning, organizing, leading and evaluating meet at branch.
- Encouraging and motivating employees who work more effectively to set goals.
- To educational training, coaching, metering and leading to employees at all levels.
- To be ensure all employees have to conduct the disciplinary and work environment.
- Addressing the issuing between employees and employees in case of occurrence.
- Participating for recruitment employee by branches.

##### 6. Administration Management

- To be acting as a public relations representative in the area of operations.
- Organizing the office with good order, good hygiene, good environment and security.
- Preparation of management documents and keeping all documents in a safe place.

- Report to the CEO and head office or from branches and headquarters to employees all relevant activities that influence to Mohanokor MDI.
- Manage, monitor and resolve all relief work in case of employee accident or other incidents.
- Follow the announcement of the Ministry of Labor and Vocational Training, including the labor law and announce notices and other instructions.
- Other task was assigned by Management.

#### ❖ **Job Requirement**

1. Holding for Master's degree or Bachelor's degree in Banking and Finance, Economics, Business or other related field.
2. At least 3 years of management experience.
3. There are new creations, prominence, better management ability and productivity.
4. Be intelligent, highly creative, have in-depth analysis.
5. To be technical knowledge such as Ms. Word, Excel, PowerPoint, Email, ...។
6. Have good communication with all relevant media and increase trust.
7. Honest, healthy, willing to work, patient, plan, direction and vision.

#### ➤ **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!***