



## Exciting Job Opportunity

*Equal Employment Opportunity is Practiced here.*

### Microfinance Institution Amret

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Website : [www.amret.com.kh](http://www.amret.com.kh)

#### About "Amret"

Amret, established in 1991, is a leading microfinance institution that contributes to the economic and social development of Cambodia by providing a wide range of financial services for low income people as well as micro, small and medium enterprises-while at the same time achieving a high level of financial and social performance.

Amret, invested by outstanding shareholders including Advans, Proparco, GRET, LFP, FMO, Oikocredit, and Botta, is currently operating in 17 provinces. Amret has 2,264 highly dedicated employees and seeks one following position:

#### Position Identification

<b>Position Title</b>	: Head of Administrative Affairs Secretariat – 01 post	<b>Closing Date</b>	: 09-October-2012
<b>Report to</b>	: Chief Executive Officer	<b>Short-List Date</b>	: To be confirmed
<b>Location</b>	: Phnom Penh		

#### Duties & Responsibilities:

- Develops strategic plan and strategies for the department;
- Develops policies, procedures and guidelines;
- Manages lease contracts for head office, provincial offices and branches;
- Manages security and safety for all Amret offices;
- Manages purchasing system and fixed and non-fixed assets;
- Manages logistics for company's events, including internal seminars, workshops and meetings;
- Manages and provides coaching to staff under supervision;
- Performs other tasks as assigned by CEO.

#### Job Requirements :

- Bachelor's Degree in Business Administration or related field;
- At least five years' experience in administration and procurement management, preferably in a microfinance environment;
- Experience in the development of policies and procedures;
- Computer application (MS Office, email and internet);
- Good English proficiency, both written and spoken;
- Good organizational and interpersonal skills;
- Good communication and negotiation skills;
- Ability to work under pressure; and
- Willingness to travel to any provinces.

#### Remunerations

Amret provides candidates a competitive salary based on education, prior-experience, and potential. We offer annual salary increase plus other benefits such as annual incentive, 24-hour hospital and surgical and personal accident insurance, provident fund, good working condition with other human resource policies paralleling to Cambodian Labor Law.

The successful candidates will be equipped with numerous training programs and development opportunities in order to enhance his/her competency to be a highly dedicated & talented employee by corporate colleagues & management.

#### How to Apply

Interested candidates can take an application form at any Amret's office nearest to you or download from [www.amret.com.kh](http://www.amret.com.kh), and then send it to [jobs@amret.com.kh](mailto:jobs@amret.com.kh) with the title of: **Apply for Head of Administrative Affairs Secretariat**. The interested candidate should submit the following documents:

- Employment Application with current photo (size 4x6).
- Photo copy of any *diplomas or certificates* which certified by Municipal.
- Photo copy of recommendation of previous employment, family book, ID Card, or Certificate of Birth (if any).

Disabled people are strongly encouraged to apply.

Only short-listed candidates will be INVITED for an interview. The submitted documents will NOT be returned.

**" Build you forward "**

To be success in the career seeking, you have to:

1. Know your self : Conduct SWOT analysis for yourself and identify your need.
2. Know your job : Learn & acquire nature of jobs you want to do.
3. Know your employer : Learn & acquire nature of your company you want to work with

To be success in the career advancement, you have to:

4. Self Esteem – Open for positive change, smile, peace, self development, and growth.
5. Love to work – working with love, less hesitate, be helpful, well-organize, and patient.
6. Create your credit & Goals oriented – Let people know your competencies, & achievements.