



JOB DESCRIPTION

Position Title:	Intern, Application & MIS Support
Location:	Head Office, Phnom Penh
Duty station:	Head Office
Report to:	Manager, Core Banking System
Subordinate(s):	

Ref.:	
Validated date:	
Job Grade:	
Salary range:	
Validated by:	CTO

Overview:	<p>SME Bank plans to expand its products and services through digital channels such as Mobile Banking, Internet Banking, NBC Bakong KHQR, and partnerships with other payment services.</p> <p>The intern can gain comprehensive technical and professional skills by learning data analysis, database management, and reporting tools while understanding how information systems drive business strategy.</p> <p>The internship offers opportunities to develop expertise in transforming data into insights, observing project management, and exploring emerging technologies, ultimately bridging technical knowledge with strategic business understanding.</p>
Main Duties:	<ul style="list-style-type: none"> - Provide first-level support for the Bank's Core Banking System - Participate in the implementation of information systems and digital systems - Escalate, coordinate, and manage request tickets with users/supervisors for solutions - Analyze business and technical requirements - Build, maintain, and support MIS and regulatory reports - Ensure compliance with policies internal/external audit, and regulatory requirements
Requirements:	<ul style="list-style-type: none"> - Bachelor's degree in computer science, Business Information Technology, Management Information Systems or other related fields - Fresh graduates or students currently in their fourth year of study - Good interpersonal, problem-solving, analytical, and organizational skills - Knowledge of relational databases i.e., MySQL, PostgreSQL - Knowledge of reporting services, analytic services, or business intelligence tools - Some experience in writing queries and data analysis in various databases - Knowledge of version control tools i.e., GitHub, GitLab, or Subversion, is a plus

Acknowledgement:

I acknowledge receipt of this Job Description, understand it, and agree with it as part of my terms and conditions of employment with SME Bank of Cambodia.

Employee

Date

Line Manager

Date