



Vacancy Announcement

Exciting Career Opportunity



Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our “Employer of Choice Bank”

Manager, Training Unit (01 position based in Head Office, Phnom Penh)

Working in Human Resources Department and directly reporting to personnel office manager. This role is responsible for managing, designing, developing, facilitating and supervising all training programs of FTB Bank. The responsibilities include enhancing employees’ skills, performance, productivity and quality of work.

Main Duties

- Prepare and implement training budget.
- Update and develop human resource and training policies, procedures and guidelines.
- Build relationships and work across many departments of the bank to support training curriculum and evaluate its effectiveness and to get employees up to speed in both their specific vertical, and the overall needs of the bank.
- Determine Training Needs Assessment of Bank and plan training program accordingly.
- Assess employees’ skills, Job analysis, career path, performance and productivity and consultation with line managers to identify areas of improvement.
- Coach, mentor, and develop staff to achieve training goals.
- Conduct train-the-trainer courses of training material to ensure that all material is understood and delivered in an appropriate manner.
- Ensure that training materials and programs are current, accurate, and effective.
- Supervise training course arrangement support, course development, course delivery, course evaluation, process measurement, and training cost management.
- Ensure that training milestones and goals are met while adhering to approved training budget.
- Collaborate with stakeholders to develop training strategies, tactics and learning solutions that support bank wide and business unit objectives
- Provides support for the Learning Management System, including building curriculum, creating learning plans, appending users, proofing content, providing reports on training registrations and other training analytics.
- Build networking with resource person internally and external training companies.
- Perform other duties as assigned by Manager.

Skills/ Experiences

- Bachelor’s Degree or MBA in Management, Communication, Education, or related field.
- At least 3-year experiences in related training and development field and plus 2 year experiences as training manager.
- Track record in designing and executing successful training programs
- Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Good organizational skill, time management, and team building.
- A strong desire to work in a team and deal with challenges.
- Good negotiation and internal & external relationship building.
- High initiative, commitment, good communication and problem solving skills.
- Computer literacy and English language proficiency.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: HR@ftb.com.kh or submit the hard copy at Our Head Office, Building No. 33 C-D, Tcheoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597 /081 444 197



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