



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”

Senior Staff, Performance Management (01 position based on Head Office)

This role Reporting to Manager of Performance Management Unit, the primary functions of the position are to manage performance management system in which employees can perform at their bests by facilitating to create clear goals and expectations; to communicate end goals and align each employee’s work with these aims.

Main Duties

- Design, review and implementation of relevant HR policies, processes, practices and tools aligned with the bank’s strategy.
- Contribute to the development of a collaborative high performing by support in setting clear work objectives, assessing performance by KPI, providing feedback, and development & coaching to build employee capability
- Act as a Key Communicator with all Managers/Heads for closely tracking Performance KPI on-time and support on any inquiries with KPI data entry in the system and SMART setting.
- Manage complex workplace people issues including grievances, performance improvement, conduct and other investigations, disciplinary matters to build a harmonious and productive working environment
- Communicate and introduce to management team on new projects.
- Work closely with line managers for identifying potential key roles / jobs to determine need of successors, and identify current incumbents in key positions.
- Work closely with line managers to identify and approve high potential candidates who will go through the succession planning program, based on experience and competencies.
- Assess skills and experiences required for unmatched critical positions, look for alternatives within other Function, and report output to line managers.
- Address performance issues in a proactive and timely manner in order to resolve them before they become significant
- Conduct studies of compensation practices and market rates, analyzing internal and external pay equities, making recommendations for specific changes and/or general adjustments.
- Ensure the data and operation on HRIS accurate and reliable
- Perform other related duties as assigned

Skills/ Experiences

- Bachelor’s degree in human resources management or equivalent
- At least 2-3 years’ experience in the same position
- Strong understanding of HR analytics, psychometrics, and key performance indicators
- Excellent presentation and facilitation skills and prove ability to deliver at Top Management Level
- High self-confident and matured individual with strong self-discipline
- Strong Communication and problem-solving skills
- Fluency of English and Khmer in both speaking and writing
- Computer Literacy in MS office (Word, Excel, PowerPoint)

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 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 444 179



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www.ftb.com.kh

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