



# 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, Learning and Development Unit** (01 position based in Head Office)

Working in Human Resources Department and directly report to Senior manager, Learning and Development Unit. This role is responsible for developing and implementing talent development strategy and competency development framework, deliver the training program to employees’ skills, performance, productivity and quality of work to meet with organizational goal.

#### Main Duties

- Develop and implement the bank’s talent development strategy, competency development framework, policies, procedures and guidelines;
- Identify the competencies required for success in the organization and develop training programs to develop those competencies;
- Coach, mentor, and develop staff to achieve training goals
- Evaluate the effectiveness of training programs to get employees up to speed with the overall needs of the bank.
- Work with related department to identify and develop employees’ individual development plans and create a succession planning framework to align with business goal;
- Conduct training needs assessments, develop and deliver the training program, facilitate the learning activities and monitor on the training record and its effectiveness;
- Ensure that training milestones and goals are met while adhering to approved training budget.
- Ensure that training materials and programs are up to date, accurate, and effective.
- Monitor on training course arrangement support, course development, course delivery, course evaluation, process measurement, and training cost management.
- Report on the results of talent development initiatives and succession planning to senior manager, learning and development unit;
- Collaborate with senior manager, learning and development unit to develop training strategies, tactics and learning solutions that support bank wide and business unit objectives
- Stay up-to-date on L&D trends and best practices
- Perform other duties as assigned by line manager.

#### Skills/ Experiences

- Bachelor’s Degree or MBA in Management, Communication, Education, or related field.
- 3-5year experiences in related talent development, training and development, or other related fields.
- Familiarity with building talent development framework, succession planning, traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Good organizational skill, presentation 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](mailto: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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[www.ftb.com.kh](http://www.ftb.com.kh)

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