



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"

Staff, Legal Affair Unit (01 Positions based in Phnom Penh)

The primary function of the position is to provide legal advice related to key issues of Bank operations. Advice to relevant departments to identify legal risks and draft and / or review contracts, agreements or other terms and forms for use in the Bank.

Main Duties

- Provide legal advice related to operation of Bank and legal risks related to Bank business;
- Draft and/or review contracts, agreements, legal documents, policies, as well as other conditions or usage forms upon request from the related departments;
- Assist the head of Legal Affairs Department in identifying legal risks and drafting or assisting in reviewing and advising on contracts / agreements / drafting letter and responding to bank's clients and conditions or forms as requested from the related department;
- Prepare documents for registration, request for permission, request for correction, prepare for re-registration or notify of any changes of the bank, submit to the relevant ministry or competent authority upon request from the relevant department;
- Liaise with the court, such as filing a report, preparing a complaint or responding to the court at the request of the related department or court order or participate as a representative during the hearing as assigned by the Bank;
- Conduct legal research on relevant laws or regulations;
- Offer proactive legal advice on possible non-compliance issues;
- Assist in the general work of the Legal Affairs Unit and attend meetings as assigned by the Head of Legal Affairs Department;
- Assist in organizing legal training for bank staff as assigned by the Head of Legal Affairs Department;
- Perform duties and other responsibilities to achieve the vision and mission of the Bank.

Skills/ Experiences

- Bachelor degree in law or related field;
- At least 1 year experience in related areas;
- Knowledge of all applicable laws, rules and regulations;
- High attention to detail;
- Ability to prepare complex legal documents;
- English literacy in both speaking and writing;
- Self-motivated and meticulous attention to details;
- Strong organizational, interpersonal, team player and good negotiation skills.

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, Tchecoslovaquie 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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