



# 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, Legal Affairs Unit (01 Positions based in Head Office)**

Provide legal advice on key operational matters of the Bank, including identifying legal risks and advising relevant departments. Draft and/or review contracts, agreements, and other legal documents or standard terms and conditions and forms for use within the Bank.

#### **Main Duties**

- Provide legal advice on the Bank's operations and identify legal risks associated with the Bank's business activities;
- Draft, review and revise contracts, MoU, agreements, legal documents, policies, terms and conditions or usage forms and drafting letter upon request by the relevant departments;
- Assist the Head of the Legal Affairs Department by contributing legal insights/opinions/expertise, identifying legal risks, and formulation legal advice;
- Provide legal advice on the documentation for registration, permit/license applications, corrections. Re-registration/renewal, and notifications of changes on behalf of the Bank to the relevant ministry or competent authority/regulator upon request from the relevant department;
- Liaise with the court and competent authorities/regulator by filing report, preparing complaints, submitting legal documents, responding to the court at the request of internal department or to a court order or representing the Bank during hearings as assigned;
- Proactively provide legal advice to prevent potential legal and regulatory violation issues;
- Contribute to the general operations of the Legal Affairs Department and participate in internal and external meetings as assigned by the Head of Legal Affairs Department;
- Review and revise the work of the Staff, Legal Affairs Unit;
- Assist in developing and delivering legal training session as assigned by the Head of Legal Affairs Department;
- Perform detailed legal research on relevant laws, regulations, and industry standards to assist in daily legal tasks and support informed decision-making within the Bank;
- Perform duties and other responsibilities to achieve the Vision and Mission of the Bank.

#### **Skills/ Experiences**

- Bachelor's Degree in of Law, or a related field;
- At 3 years of professional experiences in a banking sector;
- Draft and Review legal documents
- Provide legal assistance and advice
- Knowledge & experience in legal fields
- Researching skills
- Analytical Thinking & Problem Solving
- Professional Knowledge and Skills
- Coaching & Developing Others
- Communication & Interpersonal Skills
- English and Computer Skills (Word, Excel, and Power Point).

#### **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, 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



+855 23 862 111



[hr@ftb.com.kh](mailto:hr@ftb.com.kh)



[www.ftb.com.kh](http://www.ftb.com.kh)

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