



## Operational Policy and Procedure Officer

Closing Date: 31<sup>st</sup> May 2019 | Apply to: [chhay.sreythuy@sathapana.com.kh](mailto:chhay.sreythuy@sathapana.com.kh)

### Location

- Head Office (03 Positions)

### Responsibilities

- Assist to review and update operational policies, tools and procedures to ensure the effective implementation is followed by processes
- Support by coordinating and facilitating other departments on policies and procedures in establishing and reviewing those prior to preceding for approval
- Assist an effective mechanism tool to ensure that all the policies, procedures and guidelines are regularly or periodically reviewed and up-to-date
- Register and maintain all the policies, procedures and guidelines
- Initiate and develop the detailed documentation of business processes, guidelines, policies and workflows
- Assist Policy and Business Process Manager in developing strategic for business processes
- Assist to Analyze opportunities and threats that may affect and impact to the banking's business
- Make and advise appropriate recommendations to enhance business processes to be effective and efficient

### Qualifications

- Bachelor degree in Business Administration, Finance and Banking or other related fields
- At least a basic experience from banking and financial service industries, preferably in both frontline and supporting function
- Good at policy development, guidelines composition and process improvement
- Good at communication skill both written and spoken
- Ability to manage multi-task and working pressure
- Able to work at fields

### How to apply

- Interested candidates are encouraged to submit the updated CVs to [job@sathapana.com.kh](mailto:job@sathapana.com.kh) or [chhay.sreythuy@sathapana.com.kh](mailto:chhay.sreythuy@sathapana.com.kh)
- For more information, please go to [www.sathapana.com.kh](http://www.sathapana.com.kh) or contact us at 096 418 2222/ 096 958 7777/ 096 258 0666