

# CAREER OPPORTUNITY

*Unlock Your Potential to Grow with Us!*

**Prince Bank Plc.** is a commercial bank with license N<sup>o</sup>B 46 issued by the National Bank of Cambodia to provide professional banking services to customers in Cambodia.

**Prince Bank Plc.** has a clear vision “**to be always the financial institution of choice for our target customers**”. With an ambitious growth plan, **Prince Bank Plc.** is expanding its business operations throughout the country and looking for highly qualified candidates for the following position.

**Position** : **Officer, Employee Performance and HRMS (1 post)**  
**Location** : **Head Office**  
**Closing date** : **19 April 2019**

## Job Responsibilities

- Notify and follow up line manager to set performance target setting for probation period, annual cycle, and under performance improvement plan
- Notify and follow up line manager to complete performance appraisal of staff under probation period, mid-year review, annual review, and at maturity date of PIP
- Check and verify performance target setting, and performance appraisal of all employees to comply with performance management policy and guideline
- Consolidate performance target, and performance appraisal of all staff for validation by management committee
- Upload approved performance target, and performance appraisal of all staff into HRMS
- Record and update probation status of employee in HRMS
- Produce staff performance reports, and other HR reports and dashboard as per guideline or ad-hoc need by management
- Assist direct manager in developing metric tools and tracking employee performance and productivity
- Create users and set access rights, and assist direct manager in HRMS day-to-day management and continuous development project

## Job Requirements

- Bachelor degree in Business Administration or other equivalent
- Fresh graduate with strong academic study record, fast learner, and challenging with new tasks is also encouraged
- At least 1 years' experience in employee performance or development function
- Good at Computer skill, especially MS Excel
- Be able to use English language
- Honestly, commitment and hard work

## HOW TO APPLY

Please submit your updated Cover Letter and CV to any nearby branches or head office of Prince Bank Plc. or via email: [jobs@princebank.com.kh](mailto:jobs@princebank.com.kh)



Prince Bank Plc



Not over 5MB



096 533 1111/ 096 311 7888

**Note:** Only shortlisted candidates will be contacted for a test or interview.