



VisionFund Cambodia is the only microfinance institution in Cambodia with an international network of 30 countries around the world with the social mission to improve the lives of children by offering small loans and other financial services to families. Our work empowers our clients to grow successful businesses which enable children to grow up with improved health and education. Working in partnership with World Vision, we are committed to long-term change which will unlock potential for future generations.

JOB ANNOUNCEMENT

POSITION TITLE: Legal Officer (1 Post)

LOCATION: Head Office

VisionFund is seeking **01** qualified candidate to fill the position of **Legal Officer** based in Head Office to assist VisionFund's management in relation to all legal affairs. This position will act as the key person in dealing with the compliance policy set by the regulator and VFI.

DUTIES AND RESPONSIBILITIES:

- Monitor and update the changes of laws and regulations related to MFI business, and inform/notify the related department;
- Provide legal consultancy and guidance to staff and management including provincial branches on how comply with related laws;
- Facilitate legal actions on fraud and non-repayment cases;
- Work closely with appointed attorney at law for consultancy and legal actions with support of administration, logistics and other necessary travel arrangement;
- Review existing and new documents and contracts to ensure they are legally correct and binding and recommend corrective actions;
- Review loan agreements with lenders and clients and other MoUs and provide comment to ensure that they are legally correct and binding;
- Take lead in processing for licenses, patent tax and any other approval letters from the government as might be needed;
- Manage standardization of all letters out from VisionFund including logging record, numbering, etc. Also manage letter in to respective staff with logging record.

REQUIREMENT COMPETENCIES:

- Must understand and agree on VisionFund's Mission, purpose, values, and objectives;
- Graduate/Bachelor degree with combination of work experiences in law;
- At least 1-year experience with legal firm or other legal entity;
- Thorough knowledge of and fluency in English and excellent in verbal and written communication;
- Ability to work under pressure and highly self-motivated;
- Interpersonal skill and ability to work in a team environment;
- Demonstrate high level of ethical commitment and trustworthiness.

Benefits Package:

VisionFund offers candidates a competitive package based on education and experiences. We provide

personal development through ongoing training and coaching, opportunity for career growth and empowerment plus a wide range of benefits package to our employees such as Annual Merit Increment, 13th Month Salary, Annual Team Bonus, Severance Pay & Separation Reserved Fund, Staff Loan, Health allowance and other support allowances, 24-hour Personal Accident Coverage, Health and Life Insurance and other staff care program such as Staff Service Award, Staff Annual Retreat and Care Group.

How To Apply:

Interested candidates are encourage to submit Cover Letter + Job Application Form (download from website) and specifying the position you are applying for. The files must be in Ms. Word or PDF, not exceed 1MB.

VisionFund Cambodia is an equal opportunity employer. Qualified women and people with a disability are strongly encouraged to apply. Only shortlisted applicants will be notified for testing. Submitted documents will not be returned.

Deadline: 08 May 2017 at 5PM.

VisionFund Cambodia Head Office: Building # 398, Preah Monivong Blvd., Sangkat Boeung Keng Kang I, Khan Chamkarmon, Phnom Penh, Cambodia.

Email: vfc_recruitment@wvi.org

Website: www.visionfund.com.kh (Job Application Form: www.visionfund.com.kh/careers)

Phone: 089 333 767
