



Job Description	
Title	: Head of Card and Payment
Department	: Technology & Digital
Level	: Management
Location	: HQ, Vientiane – Lao PDR
Reports to	: Chief Technology Information Officer (CTIO)
Key Responsibilities	
<ul style="list-style-type: none">• Manage Card and Payments Center.• Ensure all the operations under the center are running well.• Create workflow of the product and service.• Help/Guide the team to create the SOP• Set up a team meeting.• Ensure training and development plans are maintained for all team members.• Create a program/product.• Create a product and service commercial deck.• Present product and service to partner/company• Manage and corporate with other head of department to resolve the problem/issue between department.• Corporate with relate team to follow on the progress and delivery.• Monitoring the development and delivery time frame• Participate the management meeting and bring the message to the team make sure the team get update on the latest data and direction from the management.• Participate the business meeting in the product and service to acknowledge the business trend.• Support the Senior Management to highlight operation/business risks and areas for improvement.• Any other functions and / or tasks assigned by CEO in alignment with MJBL’s strategic objectives.	
Requirements	
<ul style="list-style-type: none">• Understand clearly on the card and payment business.• Know well workflow of card and payment product/service.• Experience to manage the team with different area.• Creative thinking and Excellent communication skills• Ability to multi-task, good problem-solving skills and flexible.• Ability to deal with demanding customers and escalations.• Ability to work in a team environment.• Energetic and motivating individual <p>+ Relevant in-depth experience in banking > 7 Years in relate field. + Academically, a bachelor’s degree or higher in IT, Digital or relate field + Professional qualification is an added advantage but not in lieu of experience, exposure, and a proven track record. + Candidates with lesser experience but with the right attitude, skills and qualifications are encouraged to apply.</p>	

Note: This JD has been updated as at XXX XXX XXX and is meant as a guide. It is subject to reviews and adjustments as deemed necessary for MJBL’s strategic & business requirements