



Hello from Friends-International
We're looking for INTERNS to join

CASE MANAGEMENT REVIEW PROJECT

Are you interested in seeing how social work and community programs work in real life? Do you have a good eye for detail and enjoy reviewing documents and information?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

THE ROLE

As a **Case File Review Intern**, based at Friends-International HQ in Phnom Penh, you will support our Case Management Review Project by helping review case files. Your duties will be to:

- Review case files and check that information and documents are complete and well organized
- Visit various project sites in Phnom Penh to learn how social workers support children, youth, families and communities
- Record findings, report missing information, and follow confidentiality and child protection rules

This is a great opportunity to learn how case management and social services work in practice while contributing to the quality of services provided to children, youth, and families.

Does this describe you?

- Interested in learning about Social Work, Psychology, Sociology, or Community Development
- Organized, detail-oriented, and able to keep information confidential
- Native Khmer speaker with basic English skills
- Available for one month (full-time or part-time) during October 2026

What you will gain from this internship:

- Training and mentorship from experienced social work and child protection professionals
- Practical experience in quality assessment, case management and documentation review
- Field exposure through visits to program locations to see how services support children, youth, families, and communities
- Experience working in an international NGO, collaborating with colleagues from different countries
- A professional and collaborative work environment at our F3 space in central Phnom Penh
- The possibility to extend the internship and gain additional experience with Friends-International programs, based on performance and organizational needs

Sounds good!? Great! Please email your **CV** with your **Cover Letter** now to hr@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team

