



Hello from Friends-Myanmar

We're looking for a

EMPLOYMENT OFFICER

Do you enjoy working with people? Are you excited about helping youth and families find jobs, build skills, or start small businesses?

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. In Myanmar, Friends Social Development Organisation (Tha Ngae Chin Myar) was established in 2019 by Friends-International and registered as an independent local NGO. 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 an Employment Officer based in Yangon, you will support youth and caregivers to improve their livelihoods through employment, training, and small business opportunities. Your key responsibilities will be to:

- Support youth and caregivers to overcome challenges and access opportunities.
- Connect youth and caregivers with employment and livelihood opportunities.
- Build relationships with employers, businesses, and community partners.
- Support people to develop the skills and confidence they need to achieve their goals.
- Promote opportunities that help people build sustainable incomes.

This is a great opportunity for someone who is eager to learn, take initiative, work independently, and make a positive impact in the lives of youth and families.



Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You enjoy working with people, understanding their needs, and helping them achieve their goals.
- You are confident building relationships with employers, businesses, and partners.
- You are proactive, well organized, and able to work independently.
- You are a native Burmese speaker; English skills are an advantage.

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Meeting youth and caregivers to understand their situations, goals and support needs.
- Running job-readiness activities such as CV writing and interview preparation.
- Supporting youth and caregivers who want to start or grow small businesses.
- Connecting job seekers with employers and training opportunities.
- Following up with job seekers after placement and providing ongoing support.
- Sharing information about employment and livelihood opportunities.
- Working closely with other team members to ensure people receive the support they need.

Sounds good!? Great! Please email your **CV with your Cover Letter** and **salary expectations** now to hr.myanmar@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