



Hello from Friends-International in Siem Reap

## We're looking for an **EMPLOYMENT OFFICER**

Do you enjoy working closely with people? Are you motivated to support youth and families to find jobs or start their own small business?

If you answer “**yes**” then you may just be the person we need.

### **WE ARE**

Friends-International (FI) is an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where all children, young people, and their caregivers are safe from harm and have access to education, training, and job opportunities to reach their full potential.

Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities.

### **THE ROLE**

As an Employment Social Worker, based in our Siem Reap office, you will be part of the Employment Project team and support youth and caretakers to improve their livelihoods by working closely with job seekers, trainers, and employers to:

- Provide mentoring to help youth and caretakers start or strengthen small businesses
- Support job readiness activities, including CV preparation, interview practice, and workplace skills
- Link people with our employer network and follow up on employment or self-employment progress



### **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 like helping small business owners and showing them how to promote their business on social media
- You enjoy connecting people, businesses, and partners
- You can guide people with job preparation and career advice
- You are a native Khmer language speaker

### **These would be examples of some of your daily responsibilities**

- Keep the space friendly and welcoming for youth, caretakers and employers
- Greet youth and caretakers and do a quick check to understand their needs
- Run training and workshop to help youth get ready for jobs
- Help youth and caretakers make a good business plan and guide them in starting a small business
- Give support and check in often with youth who start their own business
- Share information about futures services on social media
- Work closely with Futures team members so everyone gets the help they need to success.

Sounds good! Great! Please email your CV with your Cover Letter and salary expectations now to [hr.kaliyanmith@friends-international.org](mailto:hr.kaliyanmith@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*