

# Career&Employment Officer

**Would you like to support youth on how to write a CV, prepare for interview or start their business? Would you like to work on connecting young people with companies in order to find jobs? Then join us!**

You will be part of Friends-International's team in Thailand (Peuan Peaun) comprised of 15 professionals committed to creating innovative social services for youth, children and families in Thailand.

## What will you do?

As **Career&Employment Officer** you will be working in a team that supports young people and caretakers to gain skills and find a job or start their own business.

**Your responsibilities** will include the following:

- **Outreach** – Work directly with marginalized communities around Bangkok city
- **Career guidance** – Support them in choosing a suitable career
- **Training** - Deliver training on job readiness (CV writing, interview, team work...) and on how to start a business (business plan, basic accounting...)
- **Employers** - Reach out to companies to find out about job openings and link them with job seekers
- **Schools** - Reach out to vocational training schools to find out about their programs
- **Counselling/Coaching** - Support youth and caretakers to remain in job or to have a successful business
- **Social services** – Work directly with marginalized youth and caretakers and support them in getting social and medical services they need

## About you:

- You are a dynamic team worker who is passionate about supporting people to find a job and become independent
- You are confident to approach companies and establish professional relationships
- You have previous working experience in HR/ career counselling/ micro-enterprise or soft skills training
- You understand what is needed in order to find a job or start a business
- You have good training or presentation skills
- You have good level of English, besides your native Thai language
- You are skilled in MS Work and Excel

You will be our full-time employee based in Bangkok.

**Join us by** submitting a cover letter with a CV and salary expectations to [hr.thailand@friends-international.org](mailto:hr.thailand@friends-international.org) with the caption subject: Career&Employment Officer, before **14 December, 2018.**

Friends-International is an equal opportunity employer and the successful candidate will be selected based on merit. The successful applicant will be expected to comply with Friends-International's Child Protection Policy