

# CAREER&EMPLOYMENT OFFICER

Hello from Peuan Peuan team!

**Would you like to work directly with young people and caretakers to support them in finding a job or starting their business? Then join us!**

**This is a great opportunity for someone who doesn't want to be stuck in an office job. You will experience dynamic work environment with spending most of the time in the field interacting with youth, companies, schools etc.**

You will be part of Friends-International's team in Thailand (Peuan Peuan) 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/Counselling** – Support them in building their future and becoming independent
- **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
- **Social services** – Work directly with marginalized youth and caretakers and support them in getting social and medical services they need

## About you:

- You are confident to approach companies and establish professional relationships
- You have some working experience in HR/ career counselling or soft skills training
- 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.

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

This position will remain open until filled.