



##job #opportunity #PhnomPenh #datasystems #datacollection #reporting #research #M&E  
#NGOnetwork #EverdayHeroes

## Hello from Friends-International

# We are looking to hire someone for a

# DATA COLLECTION & REPORTING POSITION



Are you experienced with data collection and reporting to donors? Up for a challenge? Would you be excited to work with our teams and NGO partners across Cambodia on creating a strong network of organizations?

If you answered 'yes' then you may just be the person we need.

Does this describe you?

- You have several years of experience in collecting data and writing reports
- You have a strong Excel skill
- You are well organized and your attention to details is superb
- You have strong communication skills in Khmer and English language
- You enjoy working with multiple teams and conducting field visits across the country
- You have a strong commitment to work in building futures for children, youth their families and their communities
- You have a good communication and strong working as a team

We drive an innovative network of government and non-government organizations working together to solve the problems children and youth face worldwide, including Cambodia. We are looking for someone to work closely and support our NGO partners across difference provinces in ensuring our data collection and reporting systems are running smoothly. You will be implementing the right tools and procedures to ensure we have the information that is needed, and its accuracy and consistency across the different locations. We would like you to work closely with teams on the field and provide training and support so that they can use the system properly. This is a full time position based in Phnom Penh. You'll be involved in topics related to child protection, family reintegration, NGO networks, education, vocational training and many others together with more than 400 #EverdayHeroes in Cambodia, Thailand, Laos, Indonesia and Myanmar!

Sounds good? AWESOME! Please email your CV now [hr@friends-international.org](mailto:hr@friends-international.org) and let's talk more.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.

*Friends team*