



#everydayheroes #ThinkFamilies #weareChildSafe #ngo #socent #recruitment #job
#PhnomPenh #administration #childprotection

Hello from Friends-International We are looking for a **ADMINISTRATION OFFICER**



Are you experienced in project administration? Would you like to use your skills in supporting our teams to protect children wherever they are?

If you answered 'yes' to any of the above, then you may just be the person we need.

Does this describe you?

- You are a dynamic team player that is passionate about creating a safe environment for children
- You enjoy working with clients and customers whilst ensuring a smooth admin process
- You love learning new things through challenging tasks and responsibilities
- You have excellent time management, coordination, communication and organizational skills
- You have experience with technological tools like Salesforce, Online learning platforms, Microsoft Office, Google Suites, and an ability to learn new technology tools quickly
- You are a native Khmer speaker and you are fluent in English (any other Asian language would be an advantage)

We drive the ChildSafe Movement, a global initiative that enables everyone to play an active part in protecting children from risks and abuses. ChildSafe Movement works with companies, the tourism industry, travellers and volunteers, NGOs, community-based tourism enterprises and associations, academia, governments and the general public to protect children wherever they are.

As the ChildSafe Partnerships Administration Officer, you will play an important role in running the partnerships system's administration and data collection processes. You will work in a multicultural environment and interact daily with our teams and partners from all over the world! This is a full-time position based in Phnom Penh. You'll be involved in topics related to child protection, as well as family reintegration, NGO networks, education, vocational training and many others together with more than 300 #EverydayHeroes in Cambodia, Thailand, Laos, Indonesia and Myanmar!

Sounds good? Great! Please email your CV now 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

