



## Hello from Friends-International We're looking for a **TECHNICAL ASSISTANT**

Are you familiar with projects that are aiming to improve the socioeconomic situation of the marginalized population? Are you skilled in compiling quantitative data and drafting reports for donors? Would you be excited to assist our teams in the field to continue improving their social impact?

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

### **WE ARE**

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. 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. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

### **THE ROLE**

As part of the Peuan Mit (PM) team, you will provide technical support for our program in Laos, while being based in Vientiane. In this role, you will work closely with the Program Director and the management team. You will be a link between the PM team in Laos and Friends-International (FI) HQ which is in Phnom Penh. You will work with the FI Partnerships team on fundraising efforts, contributing to proposals and donor relations by providing necessary program information on activities and budget needs. You will work with the FI Monitoring&Evaluation team and coordinate and contribute to donor reporting by providing relevant and accurate information. You'll be involved in a great variety of carefully integrated projects including child protection, drugs, health, education, alternative care, employment and many others together with more than 400 #EverydayHeroes in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe!



## Does this describe you?

- You have 2-3 years of experience working in a non-governmental organisation in project management, grants, and/or donor reporting and are excited to grow your skills in these areas
- You are well organized, self-motivated and you enjoy coordinating and facilitating meetings and procedures
- You are comfortable working with external stakeholders such as donors, companies, government, and NGO partners;
- You have a strong commitment to work on building futures for children, youth their families and their communities;
- You are a native Lao speaker and have excellent skills in writing and speaking English, as well as excellent computer skills

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to [hr.laos@friends-international.org](mailto:hr.laos@friends-international.org) or and let's talk more.

*Friends team*

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.