



Hello from Friends-International in Siem Reap

We're looking for a JOB PLACEMENT OFFICER

Do you have experience in recruitment? Are you excited about supporting someone to prepare for their first job and linking them with the right vacancy?

If you answered 'yes' 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 a Job Placement Officer, you will base in Siem Reap where our Kaliyan Mith program is located. You will be part of the Employment Project team, which is supporting people by giving them the resources, training and mentoring so that they can find a job they love. This is a great opportunity to work with young people and adults so they can build their futures! You could be supporting learning on a range of exciting topics such as communications, teamwork and creativity. You will also be working directly with employers and supporting them to find job seekers who match with their vacancies. This is a great opportunity for someone who would like to a positive social impact on people's lives to jump on board and start working alongside a multidisciplinary team of Kaliyan Mith Siem Reap counting more than 70 #EverydayHeroes!

Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You are knowledgeable about how to prepare someone and find a job and become successful at work
- You have experience designing fun and creative activities that will boost employment success
- You are excited about linking with schools, universities etc. in order to promote job opportunities
- You enjoy partnering with companies and other employers who would like to recruit new team members



- You have good skills In Khmer and English and you're comfortable using a computer

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Designing a professional accessible space, that will attract youth, caretakers and employers
- Welcoming youth and caretakers, conducting their assessments and referring them to psycho-social services when needed
- Support youth and caretakers throughout the job placement process, including employment preparation, job placement, and close monitoring
- Deliver training courses and workshops on employment readiness-related topics
- Expand and build a safe employment network for job placement, apprenticeship and workshop
- Strengthen the relationships with private companies so more people can get jobs and be independent
- And others!

Sounds good! Great! Please email your CV with your Cover Letter and salary expectations now to hr.kaliyanmith@friends-international.org and let's talk more.

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

Friends team