



Hello from Friends-International

We're looking for an

## **EMPLOYMENT PROJECT TECHNICAL ADVISOR**

Are you experienced in creating various tools to support running a project? Do you enjoy developing training materials? Would you enjoy being in a role that is close to the field-based teams here in Southeast Asia?

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 an Employment Project Technical Advisor, preferably based in Siem Reap you will be developing, updating and standardizing our existing tools used in implementing Employment project activities which include vocational training, soft skills, job placement and self-employment. You will also be revising our training materials and supporting trainers in improving the delivery of the content. Through this, you'll work with our teams on the ground and you'll have many chances to visit the field and see Friends' projects. This will be a 12 months fixed duration mission.

### **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 enjoy working on fast-paced projects which require adaptation and practical ways of thinking
- You are excellent at communicating and coordinating with people from various backgrounds



- You are skilled in developing operational tools and training adapted to different audience
- You have experience delivering training and training trainers
- You are an excellent English speaker with high/native-level writing proficiency

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

- Working with our Employment Project Managers to update the guidebook for apprenticeship, internship and job placements and standardize it across all countries
- Prepare an online presentation of the recently updated Employment forms and train teams on how to use it
- Accompanying our Job Placement Officers in the field to understand better the reality of employers and their needs
- Conduct regular meetings with our teams and monitor the implementation of new tools
- Revise the soft skills training curriculum and train teams on how to deliver It
- Support trainers in improving their training delivery and design engaging training content
- And others.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to [hr@friends-international.org](mailto:hr@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*