



Hello from Friends-International
We're looking for a
**CHILDSAFE PARTNERSHIPS
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.

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 the ChildSafe Partnerships Administration Officer, based at our HQ in Phnom Penh, you will:

- Run the partnership system's administration and data collection processes
- Support the training process of partners (tour agencies, schools, hospitality businesses, social enterprises etc.)
- Work with our offices and implementing partners in other countries

This is an exciting opportunity for someone to join our team and help us scale our ChildSafe partnerships network and make a bigger positive impact on local communities.

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 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)

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

- Monitor and respond to emails to new inquiries about ChildSafe Partnerships.
- Schedule and onboard a learning cohort of 25 people to attend ChildSafe Awareness training and coordinate and support ChildSafe trainers to deliver this.
- Managing technology platforms linked to the project and regularly inputting information and deriving reports for analytics from Salesforce
- Support liaison with ChildSafe partners linked to tools and guidance on ChildSafe standards
- Host and coordinate teams for online meetings with ChildSafe Partnerships
- Train colleagues from Cambodia, Thailand, Laos, Indonesia and Myanmar on admin processes
- And others.

Sounds good! Great! Please email your CV with your Cover Letter and salary expectations now to 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