



Hello from Friends-International in Laos

We're looking for a

CHILDSAFE REPRESENTATIVE

Are you skilled in talking and presenting to groups? Do you enjoy meeting people from different background?

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 and with an office in Laos since 2004. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and jobs to fulfil their potential as productive, functional citizens of their countries.

Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services focusing on child protection, social work, education, vocational and soft-skills training and more! ChildSafe, a part of FI, is a movement that engages all actors in society to actively protect children.

THE ROLE

As a ChildSafe Representative based at our office in Luang Prabang, you will:

- Work directly with various groups such as tourists, hotel staff, students etc.
- Provide presentations and information
- Make connections with various companies such as tour company, hotel, school etc.

Does this describe you?

- A dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- A skillful communicator who enjoys working directly with clients and partners
- You have excellent skills in customer service
- A person who enjoys working directly with clients
- You are a native Lao speaker with good English and computer skills
- Comfortable in using computer systems, such as online booking and M365

EXAMPLES OF RESPONSIBILITIES

- Organize tours, training and presentations to groups
- Prepare and deliver information session to visitors
- Identify and support new ChildSafe partners
- Manage bookings, paperwork, and analytics via Salesforce
- Promote ChildSafe activities

Sounds good!?! Great! Please email your **CV** with your **Cover Letter** and **salary expectations** now to hr.laos@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

