



Hello from Friends-International

We're looking for a

TECHNICAL ADVISOR

Do you have experience monitoring project activities and writing donor reports?
Are you looking for a regional role that brings you closer to field-based teams?

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 a Technical Advisor, based in our HQ in Phnom Penh, you will be working with our teams to:

- Support preparing and submission of high-quality narrative reports for donors
- Implement Monitoring, Evaluation, and Learning (MEL) best practices

In this role, you'll work with our program teams with many opportunities to witness FI's projects in Cambodia and the region. This is a great chance for a growing professional seeking a location near field teams and operations in Southeast Asia.



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 highly skilled at crafting compelling reports with a strong, persuasive narrative
- You are proficient in working with databases, extracting, and analyzing data to showcase impact
- You are excellent at communicating and coordinating with people from various backgrounds
- You enjoy working on fast-paced projects which require adaptation and practical ways of thinking
- You are skilled with developing and customizing logical frameworks to align with diverse donor requirements
- You are an excellent English speaker with high level writing proficiency

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

- Work with our Project Managers to revise and improve their narrative reports
- Prepare an online kick-off meeting to introduce teams to new donor requirements
- Lead communication with an existing donor and support the funding renewal process
- Coordinate the yearly reporting process for our programs in Cambodia, Thailand, Laos, Indonesia, and Myanmar
- Support the field teams to implement the logical framework for a recently approved funding
- Assist Program Managers in enhancing their MEL administrative systems by integrating them with Microsoft 365
- 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

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