

Data Entry Volunteer

Are you interested in working to provide sustainable reintegration student into public school? Do you want to be part of a dynamic team working with innovative programs across Phnom Penh communities? Then join us!

You will be joining the Mith Samlanh team, which counts 300 professionals working together to provide innovative social services to marginalized children, youth and families. We have developed a holistic approach in supporting children to go back to their families and continue their education; ensuring young people are in training or employment and supporting families and communities to care for their children. We run vocational trainings for youth and income generation program for caretakers.

What will you do?

As a **Data Entry Volunteer** you will help M&E team to collect and enter data of various projects and surveys and ensure data accurate, safe and well organized.

Your responsibilities will include the following:

- To assist M&E team to collect and enter data from paper sheets into computer, databases and spreadsheets. The type of data varies from numerical to text based.
- To update and maintain the ChildSafe Movement online database
- To enter data from different surveys as needed.
- To ensure that all the data is kept safe and is well-organized
- To verify and ensure the data is accurate and of quality
- To undertake any other tasks as assigned by the supervisors

We would like you to have the following:

- Female Only
- Preferably, a university degree in a relevant field (e.g. social work, IT, education, social or rural development)
- Computer proficiency (MS.Word, Excel, Power Point, Internet, and Email), knowledge of SPSS and statistic is a plus.
- Good written and spoken English and Khmer.
- Ability to work under tight deadlines
- Good attention to details.
- Skills: dynamic, team work, good interpersonal skill & facilitation and data management.

Your office will be in Khan Daun Penh, Phnom Penh.

Interested and qualified candidates should send applications (CV and a cover letter) and salary expectations with the caption subject to Mith Samlanh

Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Daun Penh, Phnom Penh City (north of the national museum) or email hr@mithsamlanh.org

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit.

The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.

Applications must be submitted before **19th September 2019** and will not be returned.

Only short-listed candidates will be contacted for interview.