

Data Entry Volunteer

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 from various projects and surveys into computer and databases as well as ensure that data is accurate, well organized and safe.

Your responsibilities as a Shop Assistant will be to:

- 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 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:

- University students in a field of social work, IT, education, social ,rural development and other related field
- Computer proficiency (MS. Word, Excel, Internet, and Email)
- Ability to write and speak in English
- 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.

*NOTE: Internship with Mith Samlanh is the opportunity for the university students to get some practical experiences. The Intern will receive other benefits, but at the end of the Internship period (at least 3 months), the Intern will receive an Internship Certificate from Mith Samlanh.

Interested and qualified candidates should send CV and a cover letter 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 15th May 2018 and will not be returned.

Only short-listed candidates will be contacted for interview.