

Employment Officer

Are you interested in working with innovative services aiming at employment of Cambodian youth and families? Do you want to work with a dynamic team that provides high quality of employment services? 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. With escalating demand for employment support from our beneficiaries, we have started a new project, called Futures, designed to offer immediate responses and support for youth and caretakers who are looking for jobs or to start their own businesses through community employment offices.

We are looking for individuals who are enthusiastic and willing to become part of the Futures team.

What will you do?

As an Employment Officer, you will be working in a team that supports young people and caretakers to gain skills and find a job or start their own business.

Your key responsibilities as the Employment Officer will include the following:

- Provide career counselling and assess the skills of youth and caretakers to advise them on career opportunities
- Work directly with youth and caretakers to find suitable jobs opportunities for their career path or support them in opening and running their own business
- Deliver the soft skill training modules (employment readiness training) to individual to enable them fill their soft skills need
- Build good relationship with companies, employers, vocational training schools, and other structures for best employment supports and networks
- Create a fun and interesting office space that will attract youth and caretakers
- Regular follow up and support youth and caretakers to remain in their job or to have a successful business
- **Promote Futures activities through outreach, social media, TV/ radio programs, and promotional events**

We would like you to have the following:

- You are passionate about supporting people to find jobs/business and become independent
- You feel confident to call and meet with companies and other employers
- You understand what is needed to successfully run a small business
- You have good training skills and you know the key things to be a good worker
- You know how to connect the right person for the right job
- You are independent and very well organized
- You know the work of Mith Samlanh
- You are a confident computer user and you can do basic reporting
- Your level of English is good (spoken and written)

Your office will be in Phnom Penh.

Interested and qualified candidates should send applications (CV and a cover letter) and salary expectations with the caption subject “employment officer” to Mith Samlanh Organization’s Address:

Mith Samlanh Job Announcement

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. Women are encouraged to apply.

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

Applications must be submitted before **12th December 2017** and will not be returned.

Only short-listed candidates will be contacted for interview.