

Job Placement 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 training for caretakers. We will soon open a space where youth and caretakers can come to get some help to get employed.

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

What will you do?

As a Job Placement Officer you will be in charge of directly placing youths and caretakers into jobs and apprenticeships.

Your key responsibilities as the Job Placement Officer will include the following:

- Work directly with youth and caretakers to find job opportunities for them
- Asses the skills of youth and caretakers and advise them for the right job
- Create a fun and interesting office space that will attract youth and caretakers
- Build good relationship with companies and other employers
- Support and train youth and caretakers to be prepared for their jobs
- Follow up apprenticeship and job placements to make sure it's going well

We would like you to have the following:

- You are passionate about supporting people to find jobs and become independent
- You feel confident to call and meet with companies and other employers
- 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 MithSamlanh very well
- You are a confident computer user and you can do basic reporting
- Your level of English is good (spoken and written)

Interested and qualified candidates should send applications (CV and a cover letter) and salary expectations with the caption subject: **Job Placement Officer** 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. 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 **15th July 2017** and will not be returned.

Only short-listed candidates will be contacted for interview.