



Hello from Mith Samlanh

## We're looking for an Employment & Case Management Officer

Are you a not-for-profit Employment and Case Management professional looking to broaden your experience in a nonprofit organization? Would you like to join our teams and partners in building a better future for marginalized children, youth and families?

If you answered 'yes' to any of the above, then you may just be the person we need.

### WE ARE

Mith Samlanh was founded in Phnom Penh in 1994. Our vision is together, we protect marginalized children and youth, their families and communities and with them create innovative and exciting opportunities to build their futures. 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 an Employment & Case Management Officer, based in Phnom Penh, you will be joining our futures team which is currently expanding. To build the futures of marginalized youth and caretakers by supporting them to achieve independence through employment. This includes providing direct support to youth and caretakers in Training Center and Future on The Move, including quality career counseling, job preparedness training and job placement support, while expanding and maintaining a safe network for employment.

### 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're excited to work with NGO and Company partners
- You are a native Khmer speaker, with proficiency in English.

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

**Outcomes**



- Provide job guidance and career counseling to target beneficiaries for placement to job, business, hard skills, internship, apprenticeship, micro-training...etc.
- Strong, trustful relationships are established with all members of the community including beneficiaries, authorities, NGO partners and business partners.
- A safe employment network for placement is expanded.
- Promote Futures services to the community, authorities, and partners online and in person.
- Futures databases and employment directories are regularly maintained and updated.
- Network of referral structures for continuing education is built and expanded.
- Job and small business placement satisfaction is regularly monitored with clients and companies.
- Quality data is regularly collected, and internal reporting is conducted.
- Manage student passports (student's photos, study record, certificate, training, etc.)
- Coordination in the support (transportation, clothing, housing, hygiene, etc.) student to job placement.
- Prepare monthly activities report for the program.
- Etc.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to [hr@mithsamlanh.org](mailto:hr@mithsamlanh.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*