



#jobs #employment #business #youth #training #softskills #personaldevelopment #entrepreneurship

EMPLOYMENT & CASE MANAGEMENT OFFICER

HELLO FROM MITH SAMLANH



Do you feel stuck in a routine job? Up for a challenge? Excited about supporting someone to prepare for their first job or starting their own business?

If you answered 'yes' then you may just be the person we need.

How about these responsibilities? Would you enjoy them?

- Provide job guidance and career counseling to target beneficiaries for placement to job, business, hard skills, internship, apprenticeship, micro-training...etc.
- Build strong, trustful relationships with all members of the community including beneficiaries, authorities, NGO partners and business partners.
- Manage student passport (student's photos, study record, certificate, training etc.)
- Place students/beneficiaries into employment bases on need.
- Promote Futures services to the community, authorities, and partner by online and in person.
- Organize student exchange visits and sharing sessions ect.
- Collaboration and coordination with case managers, Phycho social, Teachers in TC and zones to ensure the students are well supported and achieve their goals.
- Quality job preparedness training, Soft Skills training and placement are provided to students in TC and in the communities.
- Prepare monthly progress report and update the activities plan.

APPLICATION INFORMATION

We are changing the way support is provided to people by giving them the resources, training and mentoring so that they can start their own businesses or find a job they love. This is your opportunity to join our Employment team and work with young people and adults so they can build their futures! You could be supporting learning on a range of exciting topics such as communications, team work and creativity. We would someone to engage with employers and support them to find job seekers who match with their vacancies. You will be working on preparing business plans so young people can start their ventures. You'll also be working together with a multicultural Friends' teams and partners across Southeast Asia.

Sounds good? Awesome! Please email your CV now to hr@mithsamlanh.org and let's talk more.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.

Friends team