

Program Assistant

Are you interested in working to protect marginalized children and youth? 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 150 professionals working together to provide innovative social services to marginalized children, youth and families. We have developed a holistic approach to 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 the following training for youth: cooking, service, mechanic, beauty, barber, welding, electricity and sewing training; and income generation training for caretakers.

What will you do?

As a **Program Assist** you will report to the Saving Lives Program Coordinator and will work in close collaboration with 05 project managers to provide support in implementing program's activities such as drug continuum of care, HIV/AIDS, Medical care... for marginalized children, youth, families and communities.

You will responsible for coordinating the day-to-day aspects of the project, including the key involvement in administrative, financial, project evaluation, logistical matters, and reporting.

Your responsibilities as the Saving Lives Program Assist will include the following:

- Assist Program Coordinator to oversee 05 project managers in implementing program activities and ensure the best quality services
- Assist Program coordinator to support PM to plan and start up implementation of new strategy/activities
- Participate in internal or external meetings with or on behalf of Saving Lives program Coordinator in order to share information/training and experiences
- Provide assistance in preparing weekly/monthly activity plans for outreach/project activities for the team in collaboration with the team members
- Working closely with M&E team and project managers to collect data from outreach/project and develop quarterly and annual report

- Compile quarterly and annual reports in English and Khmer for MS and donors and submit to Program Coordinator
- Assist Program Coordinator to coordinate and facilitate regular meetings with the projects
- Participate with Program coordinator to develop quarterly and annual budget plans.

We would like you to have the following:

- Minimum Bachelor's degree in Business Administrative, Project Management, Social work, Psychology, Social Science, or related fields
- You have at least 2 years of experience in project management, staff management, working with vulnerable children youth/Families and communities
- Ability to collaborate with multiple teams and external partners
- Very good in English
- Ability to manage and prioritize a demanding workload
- Strong communication, report writing, administrative and social work skills
- Knowledge of the Office package

You will be our full-time staff based in Phnom Penh.

Interested and qualified candidates should send applications (CV and a cover letter) and salary expectations with the captioned subject: **Program Assistant** 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 **25th May 2023** and will not be returned.

Only short-listed candidates will be contacted for interview.