

School Follow Up Officer

Are you interested in working to provide sustainable reintegration student into public school? 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 (MS) team in working together to bring children back to schools, support families to take care of their children and youth to find employment.

We started our work 20 years ago as one of the first registered Cambodian non-government organizations, and now we count 300 staff working in different zones in the Phnom Penh area. Every year, we provide various outreach programs, vocational training, education, counseling, food, shelter, medical services and income generation programs to 15,000 marginalized children, youth and families in Phnom Penh.

What will you do?

As a **School Follow up Officer** you work closely with outreach team to reinforce and encourage families to support their children to go to school.

School follow up officer will:

- Work closely with Non-Formal Education team to ensure that each child is able to enter public school at a level that is appropriate for their age.
- Work closely with Outreach case managers to prepare children and their families for school reintegration collection.
- Regular visits/follow up in public school to ensure that the child is attending school every day and to monitor their grades.
- Frequent visits depending on the age of child and location of family for a minimum of a year to ensure that in year 2 the child is still going to school.
- Checking that the children are not being discriminated at school.
- Run and manage case managements for individual cases of children reintegrated in public school and provide all support for the cases.
- Cooperate with case management specialist and ask for support if needed

- Communicate/ coordinate with Ministry, Department of Education, Youth and Sport school directors, Teachers and local authorities and NGO partners.

Experiences and qualifications:

- Bachelor Degree in Pedagogy, Development , Psychology, Philosophy or related fields
- Minimum 1 years experiences social work and children environment
- Knowledge in Microsoft word Excel, Internet Mail is a plus
- Khmer Fluent and English is a plus
- Knowledge in team management, time-management
- Availability to travel locally.

You will be our full time employee based in Phnom Penh.

Interested candidates are requested to submit a cover letter with a CV and salary expectations to hr@mithsamlanh.org with the caption subject: **School Follow up Officer.**

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/PSEA Policy.

Please submit your application before **14th August 2022.**

Only short-listed candidates will be contacted for interview.