



ARM Cambodia

អង្គការជីវកម្មជាតិ ARM CAMBODIA ORGANIZATION

Human Resources Department

Job Announcement

ARM Cambodia Organization is a local, faith-based NGO, registered with the Ministry of Interior and has a MOU registered with Ministry of Social Affairs, Veterans and Youth (MOSAVY) in the Kingdom of Cambodia. ARM Cambodia Organization is committed to end the trafficking and sexual abuse of children – one child, one family, and one community at a time. ARM Cambodia Organization provides a safe environment that supports empowerment of children and fosters holistic healing by providing daily care for basic needs, medical care and mental health services, education and/or vocational training based on case needs, reintegration support for sustainable freedom whether clients are placed with family or living independently in the community.

To fulfill its mission, ARM Cambodia Organization is looking for a talented and dynamic candidate for the position of **Deputy Branch Director** working full-time and based in **Siem Reap province**. The Deputy Branch Director shall work with other relevant directors within the organization under the supervision of and reporting to the Country Director.

Job Responsibilities:

- Lead ARM Cambodia Siem Reap and fulfill all duties in line with the organization’s mission and vision.
- Manage and evaluate the management team in ARM Cambodia Siem Reap.
- Oversee the different departments and programs of ARM Cambodia Siem Reap.
- Address organization concerns in all departments.
- Oversee and implement organization resources in support of organizational plans, mission and vision.
- Lead development, planning, implementation, and evaluation of programs.
- Provide ongoing program assessment and evaluation of best practices and implement appropriate changes based on current needs within the organization in collaboration with the directors of operation and client services.
- Maintain transparency and accountability standards.
- Ensure all programs are implemented according to organizational standards and child protection policies.
- Ensure compliance with Cambodian laws, Ministry of Interior requirements, and MOSAVY agreement.
- Collaborate and strengthen relationships with partner organizations and the government.
- Report to the Country Director and prepare annual plan.
- Perform other tasks requested and assigned by the Country Director.

Job Requirements

- Female, age 30-48 years old.
- Bachelor’s or master’s degree in management, social work, or relevant skills.
- Minimum of 3–5 years’ experience in management.
- Strong leadership and team management skills
- Experience working with government ministries, especially MOSAVY, is strongly preferred
- Experience in budgeting, proposal writing, or donor reporting.
- Excellent communication skills and ability to write a variety of reports.
- Ability to respond to problems, especially in significant and complex crisis situations in extraordinary circumstances, requiring swift action and rapid changes in priorities
- Experience in working with troubled youths and survivors of abuse or other humanitarian programs.
- Ability to work in a fast-changing environment.
- Good computer literacy in use of spreadsheet and database word processing skills.
- Strong understanding of alternative care issues and child development.
- Possess good interpersonal and personal management skills.
- Be willing to travel and stay for short periods outside Siem Reap.
- Ability and willingness to follow and apply ARM Cambodia Organization values.

Application Information:

Interested candidates should send a cover letter, CV, and relevant documents/certificates no later than 2nd July 2026 to:

- Ms. Sour Channy – HR Director
- Email: arm@armcambodia.org
- Phone: 077 525 002 / 012 653 608