



ARM Cambodia

# អង្គការជីវិតម្តង ARM CAMBODIA ORGANIZATION

Human Resources Department

## Job Announcement

**ARM Cambodia Organization** is a local, faith-based NGO registered with the Ministry of Interior and operating under an MOU with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MOSAVY) in Cambodia. The organization is committed to ending the trafficking and sexual abuse of children—one child, one family, and one community at a time.

ARM Cambodia Organization provides a safe and supportive environment for children through care, health services, education, psychosocial support, legal assistance, and vocational training. The center receives incoming clients, conducts assessments, and provides temporary shelter (up to 3 months) while referring them to appropriate services.

To fulfill its mission, ARM Cambodia Organization is looking for a talented and dynamic candidate for the position of: **Caregiver Manager (Full-Time)**

**Location: Ta Khmau City, Kandal Province, Cambodia.**

### **Job Responsibilities:**

- Directly lead, supervise, and support caregiver team leaders, caregivers, nurses, and cooks
- Prepare and manage staff schedules (shift, leave, and overtime)
- Provide coaching, guidance, and performance feedback
- Ensure staff follow caregiving standards, routines, and policies
- Oversee all daily care operations in the center
- Ensure clients receive proper: food and nutrition, hygiene and personal care, safe and structured daily routines
- Support clients directly only when necessary, especially in emergency situations or when staff need assistance with difficult cases
- Ensure a safe, secure, and child-friendly environment at all times
- Ensure clients staying in the temporary shelter receive proper supervision and care
- Ensure clients receive basic health care and medical attention when needed
- Coordinate with nurse, clinics, and hospitals and monitor and manage basic medical supplies
- Monitor and manage: food supplies, kitchen and hygiene materials, daily living resources
- Report any safety concerns immediately
- Perform other tasks assigned by Country Director

### **Job Requirements**

- Female, age 28–50 years old
- Bachelor's degree in Nursing, Public Health, Social Work, Counseling or related field
- Minimum 3–5 years of experience in caregiving, shelter, or residential services
- Experience supervising caregivers or support staff is required
- Experience working with vulnerable children or survivors of abuse/trafficking is an advantage
- Strong leadership and team management skills
- Good understanding of caregiving, hygiene, and safety standards
- Knowledge of child protection and safeguarding principles
- Good communication and interpersonal skills
- Ability to work in high-pressure and sensitive environments
- Strong organizational and problem-solving skills

- Computer skills (Word, Excel) and emails ...
- 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](mailto:arm@armcambodia.org)
- Phone: 077 525 002 / 012 653 608