



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: **Social Work Manager (Full-Time)**

Location: Ta Khmau City, Kandal Province, Cambodia.

Job Responsibilities:

- Lead and oversee all social work and case management services for clients
- Ensure proper intake, assessment, and case planning for incoming clients
- Supervise social workers and case management staff
- Ensure timely assessment and appropriate referral/placement of clients to partner organizations
- Oversee the management of transit shelter services, ensuring a safe and child-friendly environment
- Ensure clients receive comprehensive services including psychosocial support, medical care, legal assistance and basic needs and protection
- Collaborate with government authorities (MOSAVY, Police) and partner NGOs for case coordination
- Ensure all cases follow child safeguarding, protection policies, and ethical standards
- Monitor client progress and case outcomes during the transition period
- Develop and strengthen referral pathways and partnership networks
- Provide technical guidance, coaching, and performance evaluation for staff
- Prepare reports and maintain proper case documentation and data
- Participate in program planning, review, and improvement processes
- Support emergency response and crisis case management when required
- Perform other tasks assigned by Country Director

Job Requirements

- Male or Female, age 28–50 years old
- Bachelor’s or Master’s degree in Social Work, Psychology, or related field
- Minimum 4–6 years of experience in social work or case management, preferably in trafficking/child protection programs
- Strong experience in case management, assessment, and referral systems
- Proven leadership and team management skills
- Strong understanding of child protection, safeguarding, and *Do No Harm* principles
- Experience working with government agencies (MOSAVY, Police) and NGOs
- Strong coordination, communication, and interpersonal skills
- Ability to handle sensitive and high-risk cases with professionalism
- Good reporting and documentation skills

- Good computer skills (Word, Excel, database systems)
- Ability to work under pressure and respond to emergency situations
- Willingness to travel and work in difficult environments when required
- Commitment 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