About Us: Chab Dai is an organization dedicated to the eradication of human trafficking and sexual abuse. As we work to eliminate modern slavery, we also continue to develop relationships with our partners and our community. Founded in 2005, “Chab Dai” means “joining hands” in the Khmer language. Keep reading to see how you might join hands with us in the effort against worldwide oppression.

Mission: We seek to end all forms of abuse and modern* slavery globally by building a movement to empower communities, to strengthen systems, and to restore justice and wellbeing with survivors.

Vision: We see a world where communities live in dignity, harmony, and freedom.

Our Core Values:

We are...
1. Collaborative
2. Empowering
3. Innovative
4. Responsible
5. Faith-inspired

About the Opportunity

Title: Data Analyst & Communication Officer This position is based in Phnom Penh, Cambodia

In this role you will be responsible for data management including entering clean and accurate data in Salesforce. You will support the project teams use of Salesforce and review on a regular basis after team add information. You will manage the relationship with the Salesforce’s builder and document and share any updates relating to the system and share those details with the users / project teams.

You will also analyze data and create reports for various stakeholders including donors, research connections, partner organizations, and others. You will manage the Chab Dai hotline system which supports client requests.

This position reports to the Program Manager and is a full time post.
Organisational Collaboration

Chab Dai’s work is comprised of four main areas of work, or what we are calling “thematic areas.” These are: Movement Building, Systems Strengthening, Community Empowerment, and Survivor Restoration. Chab Dai encourages communication between and integration across all areas. The ideal candidate for this position will be prepared to work closely with members of all thematic areas and operating support functions, such as Operations, Human Resources, Finance, and Monitoring & Evaluation.

Key Responsibilities:

- Manage the Salesforce system and share all relevant updates and system uses.
- Analyze cases for the Case Management Support Project in order to publish reports of real-time findings new trends within trafficking issues.
- Organize meetings with NGO partners and members to present the new trend of trafficking cases.
- Find and record patterns and changes in data whilst ensuring consistency and completeness of data.
- Develop a strategy and time frame for data input and supervise the Case Support Team to ensure compliance.
- Work with Case Team and feedback to our NGO partners, ways to improve the Salesforce database system.
- Create reports for various stakeholders e.g. donors, research connections, partner organizations.
- Provide training to the team in data collection, monitoring & evaluation, and data management as necessary.
- Update the wider organization about the Salesforce System and be the subject matter expert within Chab Dai.
- Control the Chab Dai Hotline system and suggest improvements where necessary.
- Produce ad hoc reports regarding the data requested by Program manager
- Any other tasks to ensure the success of the team as required.

Key Attributes:

- Willing to develop technical skills by ensuring any professional development is relevant and in place.
- Comfortable with training others including preparing for, and conducting, new employee training.
- Good communication skills - comfortable working alone or with a team.
- Always keen to learn new skills and share knowledge with the wider Chab Dai team.
- Flexibility - able to demonstrate strong organisational, planning and time management skills.

Requirements & Qualifications:

- Relevant bachelor’s degree or relevant experience.
- 2-year experience in research, data management, or a related field.
- Experience with SPSS, Salesforce or other database software.
Fluent written and spoken English.
Ability to train and mentor team members.
Ability to self-start and motivate.
Interest in working with an anti-trafficking INGO.
Committed to the Vision, Mission and Core Values of Chab Dai.

Employee Benefits:

- Holidays (18 vacation days and all Cambodian holidays)
- Leave (Sick, Maternity, Paternity, Special, Without Pay)
- Time Off in Lieu (within one month of overtime)
- Bereavement Payment
- Insurance (health and accident)
- Seniority Indemnity
- Allowance (Transport and phone)