



Database Volunteer

- **Our mission :**

At Anjali House we aim to provide each child with free healthcare, food, clean drinking water and education.

“We believe that no child should be forced to beg or work. We believe that they have the right to enjoy their childhood - to learn, play, make friends and grow in a safe and happy environment. These are basic rights that no child should denied.”

- **Our activities :**

We support 120 children, ranging age from 5 up until 19.

Our 4 programs are :

1. *Basic Care* : We provide two nutritious meals per day for the students, as well as unlimited clean drinking water. They also have access to a shower and hygiene supplies.
2. *Education* : We provide classes in English, Khmer, Computer skills, General studies, creative workshops. Our teachers are Khmer, supported by international volunteers.
3. *Family Support* : Our social worker pays regular home visits to the students' families. Anjali House provides emergency medical care, as well as vital trainings for parents (health, violence, parenting skills).
4. *Young Adult Program* : Anjali House provides support and development in skills for our Young Adults. This includes career orientation classes, internships, life skills, and access to university/vocational trainings.

- **Description :**

- ❖ Build a database based on Anjali House's M&E plan, collecting data on all indicators.
- ❖ Build a survey and interview tool based on Anjali House's M&E indicators to be used for an annual survey.
- ❖ Generate statistical reports based on the data collected in the database.

- ❖ Work with Anjali House's social worker to build a database to record family and child data, incident reports (referrals, emergency cases, etc.), health information, and history with Anjali House.
- ❖ Build a data collection tool to streamline the way the social worker collects relevant data on families and children.
- ❖ Train Anjali House's program leads in using the database for monitoring and reporting responsibilities.

- **Qualification and Experiences:**

- ❖ Knowledge of relevant database software
- ❖ Experience in building databases
- ❖ Experience with statistical analysis
- ❖ Experience with monitoring and evaluation for non-profit organizations
- ❖ Excellent level of English

- **Duration :** Minimum 2 months.

- **Others:**

- ❖ Volunteers and interns can apply to this mission.
- ❖ The volunteer/intern must be covered by medical insurance for the duration of the mission.
- ❖ The volunteer/intern shall not receive any remuneration and shall be responsible for covering all costs incurred during the mission as we do not have the capacity to pay for these allowances.
- ❖ We ask volunteers for a one-off donation of \$250 to go into our general budget, which supports our programs.

The \$250 contribution is to offset administrative expenses for volunteers and serves as a general contribution to our NGO; a standard practice at most charities in Southeast Asia.

- ❖ According to our availabilities, the volunteer/intern will be provided a bicycle during the period of the mission.

Send your CV, cover letter and the filled application form to volunteers@anjali-house.com

Note: The missions are general and can be changed according to to the current needs of the organisation.