



Mock Job Application Committee Member for Better Futures Program

Founded in 2006, Journeys Within Our Community (JWOC) is a non-profit organization based in Siem Reap, Cambodia. JWOC partners with Cambodian youths from low-income families to fulfill their potential in education, employment, and community engagement.

Career guidance classes are provided to students to help prepare them for job opportunities. Mock job application process is created to help students get real-time practice in applying for jobs. Therefore, JWOC is seeking a dynamic team player who would like to join us as a [Mock Job Application Committee Member](#) in order to help youths in their career readiness.

Candidate: Cambodian

Location: Journeys Within Our Community (JWOC)

Time Frame: June - September, 2026

(Candidate can work remotely and is required to come in person during the interview and contracting stage)

Number of available positions: 3

Position Summary:

- The Mock Job Application Committee (MAC) works collaboratively in teams to ensure the mock recruitment process is conducted professionally and fairly. Members must understand the recruitment process, including reviewing applications and applying JWOC's evaluation criteria, while also suggesting realistic improvements to the process when needed. MAC members are expected to fully participate throughout the process, maintain fair judgment, and provide constructive feedback to students after the mock application. They should also identify students' areas for improvement and recommend actions to JWOC to better support student development.

Key Responsibilities:

- Work in gender-balanced teams to ensure a professional and fair recruitment simulation.
- Review CVs and cover letters using JWOC's evaluation criteria and understand the recruitment process.
- Participate fully throughout the process, from job announcement to interviews and feedback.
- Conduct mock interviews and assess candidates objectively.
- Provide constructive feedback to help students improve their job application skills.

- Identify students' strengths and areas for improvement and recommend support actions to JWOC.
- Document evaluations and feedback using JWOC's tracking templates.

Qualification:

- May include JWOC alumni, former staff, university students, graduates, fresh graduates or young professionals interested in or experienced with recruitment processes
- Have good English communication skills
- Have prior experience applying for professional jobs and a basic understanding of recruitment and hiring procedures
- Be willing to participate in an orientation on the mock job application process provided by JWOC team
- Be able to commit to the full Mock Job Application process.

Benefits:

- Opportunity to make an impact on students' educational journey
- Networking opportunities with other committee members and stakeholders
- Gain new experiences related to job application
- Certificate of appreciation

How to apply

Submit your CV (No longer than 2 pages) & cover letter to smec@jwoc.info or contact 078 511 706. Only shortlisted candidates will be contacted for an interview.

Application Deadline: 11-June-2026 by 5:00 PM