
Offre d'emploi : Executive Assistant

Executive Assistant

Pour un Sourire d'Enfant (PSE) est une organisation à but non lucratif fondée par Christian et Marie-France des Pallières, présente au Cambodge depuis 1995. Sa mission est d'aider les enfants à sortir de la misère et de les conduire vers des emplois décentes, qualifiés et bien rémunérés.

Reconnue par les autorités locales, PSE travaille dans le respect du pays avec les Cambodgiens et s'inscrit ainsi dans une démarche de développement durable.

Six programmes principaux, adaptés aux besoins des enfants, ont été développés : alimentation, santé, protection, éducation et scolarisation, formation professionnelle et aide aux familles.

PSE aide 7 000 enfants et 7 000 diplômés du programme de formation professionnelle de PSE ont déjà réussi à intégrer le marché du travail avec un véritable poste qualifié. PSE emploie plus de 650 personnes au Cambodge (principalement à Phnom Penh) et 8 personnes au siège en France. 500 bénévoles dans différents pays travaillent activement à faire connaître l'organisation par le biais de collectes de fonds, de dons et de parrainages.

En 2000, PSE a reçu le prix des droits de l'homme de la République française.

Lieu du poste : Phnom Penh Cambodge

Date de début : 16-09-2024

Description du poste à pourvoir :

The Executive Assistant serves as the eyes and ears of the Deputy General Director, playing a pivotal role in ensuring smooth operation and effective collaboration within the Education Division. This role encompasses a wide range of responsibilities, including organizing events, managing data, writing presentations and producing reports, and liaising between the various stakeholders The

Executive Assistant also takes on managerial duties during special projects or staff vacancies, ensuring continuity.

Missions :

Main Responsibilities:

- Act as the main point of contact for various internal and external stakeholders, identifying the purpose of their requests before directing them to the appropriate department or person, and then ensuring follow-up.
- Collaborate closely with other managers and leaders to ensure they are fully informed on all updates and assignments, and meticulously follow up on the implementation of decision and action plans.
- Coordinate and organize meetings, events and workshops for the Education Division by booking venues, equipment and providing other related logistical support.
- Ensure the smooth functioning of Education Working Groups by managing scheduling, recording minutes, and diligently following up on action items to facilitate productive collaboration and progress towards objectives.
- Assume managerial duties or act as a representative for any other Education department during special projects or staff vacancies, ensuring continuity.
- Schedule appointments and prioritize urgent matters, while also preparing communications on behalf of the Deputy General Director when required.
- Collect, consolidate, and analyze pertinent information and data as required, facilitating the drafting of reports and recommendations tailored to the needs of the Education division.
- Draft and format information for internal and external communication, including memos, emails, letters, brainstorming sessions, presentations, meeting minutes, and reports.
- Undertake ad hoc or urgent tasks as instructed by the Deputy General Director.

Profil :

Education

- Master degree in Education, International Relations, Development Studies, Social Sciences, Business Administration or a related field.

Experience

- Minimum 2 years of relevant work experience as Executive Assistant, Project Coordinator, Program Assistant or similar roles.

Specific Technical Competencies

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- Ability to appreciate and navigate cultural diversity, with openness to learning.
 - Proficiency in handling urgent tasks and multitasking effectively to meet deadlines.
 - Capable of organizing and coordinating projects from planning to completion.
 - Solid organizational skills with a commitment to accuracy and attention to detail.
 - Strong interpersonal skills and initiative to collaborate effectively in a team environment and ability to work independently.
 - Maintains confidentiality and demonstrates discretion.
 - High proficiency in English; French and/or Khmer is advantageous
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Applications
 - Excellent written and verbal communication
 - Skilled in actively listening to diverse perspectives and synthesizing information for decision-making.

Attitudes

- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with change process.
- Ensuring timely, high quality results.
- Being a role model for continuous learning and improvement.

Détail et contacts :

www.pse.org for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

Recruitment team contact: 093 617 555 Telegram: <https://t.me/pserecruit>

Statut :

VSI ou Contrat local

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