



Offre d'emploi : Volunteer Junior Monitoring and Evaluation Officer

Volunteer Junior Monitoring and Evaluation Officer

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 décents, 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 : 01-09-2026

Description du poste à pourvoir :

Support the Project Team in:

- Supporting the team in collecting, analyzing and reporting programs data to ensure compliance with donors' requirements
- Monitoring the implementation of the "Sports in the Communities" project
- Support on any other projects (Healthcare, Disability, Education..)

Scope of the job: The Project Team serves as the link between our local operational team in Cambodia and our donors. It is responsible for guaranteeing that the operational team's outcomes align with donor expectations.

As a Junior M&E Officer, this position involves supporting program/project managers in monitoring key performance indicators (KPIs), collecting critical information, and contributing to delivering reports to donors.

Missions :

Projects Implementation:

You will actively support the Project Coordinator in overseeing the "Sports in the Communities" project. This initiative aims to provide access to sports to PSE beneficiaries living far from PSE campus by organizing sports activities in the communities where they live on weekends. The Sports in the Communities project is one of PSE key initiatives to decrease school drop-out.

- Actively contributing to the planning of sports activities, supporting the Sports Team in anticipating project needs such as logistics, HR, sports activities planning, and material requirements.
- Participating in the animation of the sports activities for the beneficiaries alongside the Sports Teams on Sundays twice a month (with Fridays and Saturdays as days off)
- Assisting the Projects Coordinator in monitoring the project, analyzing the evolution of the

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- KPIs and providing regular feedback to the Project Coordinator on the progress of activities.
 - Offering recommendations to enhance activities and ensure the achievement of project objectives.

Programs Monitoring and Reporting:

You will be directly responsible for monitoring and reporting for a few programs, such as healthcare or disability/special education, but also supporting the Project Team when there is need.

- Contribute to developing effective monitoring tools for tracking programs objectives and KPIs.
- Regularly meet with Program Managers to understand the project, collect, compile, and analyze program implementation data for donor reports.
- Coordinate reporting from Program Managers: ensure deadlines are met, evaluate the reporting of outputs, outcomes and objectives against targets, track data consistency across various files.
- Support the Project Team in writing the donors reports (narrative and financial) in line with donors' expectations.
- Work closely with the fundraising team in France to understand needs and challenges in Cambodia (new projects, difficulties) as well as expectations from the French team (deadlines, donors requirements)

Be involved in PSE's campus life:

We also expect your participation in specific events, and your involvement in PSE's campus activities that are not directly related to your position.

Profil :

- University degree in social sciences, project management, international cooperation, business administration, or other relevant fields
- First professional experience required (internship, short contract, apprenticeship, etc.)
- English and French (mandatory, speaking, writing), Khmer is a plus
- Computer skills: proficiency in Microsoft Office (Word, Excel, Powerpoint), Google Suite, Canva is a plus
- Excellent communication skills in a cross-cultural environment
- Ability to collaborate effectively with various stakeholders
- Good team player
- Strongly organized and structured
- Analytical skills
- Flexibility and strong adaptation skills
- Interest for education, sports, and community engagement
- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience and adaptability
- Being a role model for continuous learning and improvement
- Willingness to be involved in PSE's various activities

Détail et contacts :

Duration: 6 month minimum

Applications with cover letter and resume should be sent to rh-france@pse.org
www.pse.org for comprehensive information concerning PSE

Statut :
Volontaire

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