

## Dean of Foundation Studies Division

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps more than 6,500 children and more than 6,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 6 staff at the headquarters in France. 400 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

**Lieu du poste:** Phnom Penh, Cambodge

**Date de début:** 06/2021

### Description du poste à pourvoir:

The Dean of Foundation Studies Division plans and manages change in accordance with the school development/strategic plan and work to prevent drop outs.

### Missions:

- Leadership and Strategy

Plan and manage change in accordance with the school development/strategic plan  
Work closely with director of PSE-I and Social Department to prevent the drop out

- School Finance Management

Plan and submit the proposed budget PSEI director for approval  
Propose a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets

- Administration Management

Manage the whole school administrative function

- Human Resource Management

Ensure the school's policy is clearly communicated to all staff in school

- School Facility & Property Management

Manage and ensure the safe maintenance and security operation of school  
Ensure the continuing availability of utilities, site services and equipment in the OBK campus

- Monitoring Quality of School Curriculum, Teaching and Learning Practice

**Profil:**

- Master degree in Education, Pedagogy, or other relevant fields
- 5 years experience in managing teams, especially in Education/Schooling sides
- Very good interpersonal and communication skill
- Excellent oral and written communication
- High level of English: capacity to attend international meetings and presentations
- Knowledge of MS Office, Google Application and e-communication
- Very good planning, organizing and coordinating skill

**Statut:** Contrat local

**Détails et contacts:**

[www.pse.org](http://www.pse.org) for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to [rh-france@pse.org](mailto:rh-france@pse.org)