

## Carpenter Supervisor

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:** 02/2023

**Description du poste à pourvoir:**

S/he will be responsible for some key functions of general maintenance, they include: New installation, reparation and maintenance of all wood/ carpenter equipments to ensure all equipments in PSE are working well and get regular maintenance.

## **Missions:**

### **Preventive Maintenance Management**

- Set up Schedule for preventive maintenance in carpenter
- Follow up schedule of preventive maintenance to be effective, quality & time.
- Spot check at least once for each month to check all carpenter equipment.

### **Reparation Management**

- Check and receive requests from user for installation, reparation & maintenance.
- Delegate & lead each task to the carpenter technician in his team.
- Follow up each request until work done.
- Monitor all reparation/ installation equipment after the carpenter technician finishes to make sure everything is ready to use.
- Assist to come PSE for any emergency task in non working hours
- Repair & install doors (wood, glass, aluminum), windows (wood, glass, aluminum), tables, chairs, frames (aluminum, wood) of maps, potos, pictures, banners, all kinds of whiteboards, keys (windows, doors), hinges, locks, keys, hooks, auto close wc's doors, glass bottle to get lights for wcs, bathrooms, mosquito nets for doors, windows, louvers, wooden walls, paints, wooden columns, cabinets (metals & woods), shelves, air louvers, tents, trots, frame for exhaust fan, auto close doors, handrails,.....etc. all carpenter/ wood equipments in PSE.
- Go to outside to buy some specific spare parts which urgent.
- Overall check in PSE Campus once for every month.
- BOQ for materials need to install/ reparation for users/ technician's requirement.

### **Administrative task**

- Daily report to General Maintenance Manager
- Manage tools in carpenter team
- Check and manage report from carpenter team
- Check, manage and update ticket systems in own section.
- Feedback to user no longer than 5 days after getting their request
- Inventory tool in own section at least one time per month
- Follow up general maintenance's admin for the materials/ tools needs.
- Searching for new technology which can apply in PSE
- Assist general maintenance's admin to do purchasing order.
- Have monthly meeting with Manager.

**Statut:** Contrat local

### **Détails et contacts:**

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

Applications with cover letter and resume should be sent to [recruitment@pse.ngo](mailto:recruitment@pse.ngo)

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