

## Support Education Manager

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:** 11/2022

### Description du poste à pourvoir:

- This position is responsible for the overall management, development and strategy development to ensure the protection and well-being of PSE students, to transmit codes of good education, which are usually the role of the family and to facilitate the integration of young people into Cambodian society.
- It will have to plan and manage the budgets under its responsibility
- He/she will work at least 1 time per month to supervise the activities during weekend.
- He/she will work at least one time per week until the end of the activities during the evening.

### Missions:

#### Leadership and Human resources management

- Manage and lead the different Team Managers in their activities in accordance with the service projects and their mission. The manager must be able to give the right direction to each activity so that it meets the needs of the students in accordance with the PSE policy.
- Follow-up students in difficulty in order to support them. Find the best solution to their problems.
- Develop educational activities based on sport, arts, culture, scout and library.
- The manager have to ensure that his team managers and staffs are skillful. Making proposals for the training needs of his/her teams and ensures that performance targets are met.

#### During extracurricular time:

- Ensure the quality of care for PSE students
- Ensure the educational dimension of the activities offered outside school time
- Develop the sense of responsibility of students on their own education
- Implement actions that could help student to develop their sense of social cooperation and responsibilities.

#### In close collaboration with schools and the social service

- Develop activities to support schools in the benefit of students and their families
- Develop partnership with schools and EE program to combat major problems faced by students and find solutions together to ensure their education.
- Propose support actions for students with learning difficulties
- Develop early detection and intervention in case of disorders.
- Propose school remediation actions or alternative paths for prevent the student from dropout.
- Strengthen student orientation procedures during their schooling internally and externally.

#### Internal and external partnership

- To be a force for proposals on issues of education and discipline
- Developing the external partnership as a source of enrichment and diversification of our actions

**Profil:**

- Excellent knowledge of social work and support for fragile audiences
- Proven experience in managing education programs
- Proven experience in managing and leading change in the education environment
- Excellent problem solving, analysis and management skills
- Strong interpersonal, communication and negotiation skills, leadership and authority
- Planning, organization, time management and ability to manage a complex workload are essential
- Commitment to PSE's vision and core values
- Strong ethics and human values
- Proven ability to work with people from different cultures
- Necessary mastery of English language. Khmer language elements wished.

**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>