

## Data Collector (2 months period contract)

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:

- Support PSE Institute impact evaluation study by collecting the needed data and facilitating its analysis
- Facilitate the spreading of evaluation questionnaires and gather answers from PSE Institute and FLIP alumni and current students
- Translation in English and Khmer
- Database management: PSE Institute and FLIP's alumni and current students have to answer the impact evaluation questionnaires. They will be contacted by Telegram, messenger or phone. Therefore a good management of the contact database is necessary to follow-up on the good administration of answers.
- Communication: Communicate externally with the alumni and current students and internally with the project team.
- Support impact evaluation officer on occasional tasks: Some new tasks may appear as we progress on the project and the data collector's responsibilities may have to be adjusted to the circumstances.

**Missions:****Main Responsibilities***1. Translation*

- Translate the first version of evaluation questionnaires drafted in English into Khmer language to be shared to alumni and current students in their native language.
- Translate the updated version of evaluation questionnaires after testing on a sample population.
- Translate the open answers in Khmer to the questionnaires into English.

*2. Testing questionnaires on a sample population*

- Test the questionnaires on a sample before sending them to all selected alumni and current students, to ensure its clarity and understanding.
- Gather feedback from the sample population on the questionnaires on how to improve it.
- Adapt and update the wording of questions and answers when necessary to integrate the feedback of the interrogated persons.

*3. Database clearing and follow-up*

- Prepare clear contact list for the selected population: PSEI 2nd year students, 3-month graduated students, 3-year graduated students, FLIP current and former students.
- Gather the best ways of communication for each selected population: grouped (telegram groups, facebook or messenger) and individual (phone number, facebook profile...).
- Follow-up on the names of those who answer during the questionnaire administration

*4. Questionnaire administration*

- Send out the questionnaires to the selected population by using the grouped communication means
- Send reminders by using grouped and individual contact means.

*5. Support impact evaluator officer in the analysis phase*

- Support impact evaluator in the configuration of the questionnaire in the analysis software Impact tool.
- Support on data analysis in the interpretation of answers

**Profil:**

## Education

- Degree from PSE Institute

## Experience

- Minimum 2 years working experience

**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>