



Job offer : Student Affairs Officer

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Student Affairs Officer

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 7,000 children and 7,000 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 8 staff at the headquarters in France. 500 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.

Job location : Phnom Penh Cambodia

Start date : 15-08-2026

Job description :

The Position is responsible for developing and maintaining the application of rules and discipline of the students, ensuring effective resolution of student's issues and counselling, coaching, mentoring and providing soft skills to the students in order to develop them to be good student and good citizenship

Missions :

1. Support student recruitment and admission

- Work with Social Officers, Education Counselors and teachers to enroll students into Remedial Class
- Facilitate the placement test and assist CR School Manager and teachers to place students into the classes
- Update the list of students and ensure the accurate lists are timely submitted to CRPSE Manager

2. Implement and maintain student's disciplines

- Work with teachers and CR Manager to ensure the school disciplines and rules are developed and implemented with students
 - Check and record student absences on daily basis into the CSS or database, and send the absence reports by the end of each day to CRPSE Manager
 - Make sure student statistics, attendance, absence report and other database of the students are accurately generated and maintained
 - Take appropriate actions to the students seen committing disciplinary mistakes, if necessary call to the child's parent to solve the case
 - Check on the students' discipline in timely manner (i.e. students' ID cards, uniforms, hygiene, hair, fingernails, toenails, jewelry, electronic devices...etc.) to ensure that they respect the rules and regulations of the school
 - Ensure school campus and school environment are clean
 - Control students' discipline during the flag honor and meals
 - Work with teachers to ensure the morning activities including gym, shower, afternoon nap and cloth washing are effectively taken
 - Initiate the procedures, tool or educational/motivational actions for preventing students from absence and drop-out
 - Lead in solving any problems or issues of the students and report to the School Manager on the cases of students and ensure the issues of students are effectively settled before sending to CD
 - Participate in CD meetings to give comments and feedback on student s' discipline and behavior for the council committee to make decisions
 - Work with concerned Social Officers to ensure that the follow-up, feedback on the students are timely undertaken, and if necessary, do home visits to the families of the students to solve the problems
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- Demonstrate a role modelling in daily professional life and work to motivate and strengthen the discipline and professional ethic among CRPSE students

3. Provide soft skills or human education, counseling's and class councils to students and parents

- Work with GE Director or Deputy Director and teachers to ensure the soft skill/human education sessions are meaningfully provided to CRPSE students
- Provide motivational environment or counselling, mentoring to the students where appropriate to encourage, coping or resilience with their problems in life and motivation for future dream and hope
- Work with Health Department and concerned departments to solve the problem of drug among students, or providing psychological counselling to students who have problem with drug
- Assist in organizing meetings with students' parents
- Assist and facilitate for conducting class councils with parents

Ensure functioning of Student Councils and self-learning groups in School

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- Adapt the student council procedures to form the student councils/group including self-learning groups
 - Work with student groups/Councils to assign schedule/plan for school activities including collection of attendance, absence, cleaning the school compound/classrooms and managing the canteen
 - Support student council to have and implement the action plan
 - Ensure that the student councils and individual student play their functional roles to clean their classes and school, and maintaining the garden of school green and other activities according to their annual plan
 - Work with School Manager to initiate and implement the special projects contribute to improving parents's participation in their children's education and related projects improving school environment and gardening etc.
 - Work with Pedagogy Department Human Education to build capacity of student councils so that they are able to carry out accordance with procedures
 - Work with School Manager and CRPSE Pedagogy to support students to ensure their self-learning groups are functional

Profile :

Education

At least hold Bachelor Degree in Education or Business Administration, Psychology certificate is an advantage

Experience

At least 1-year experience in psychology, counseling, disciplining, handling case management is a benefit

Skills

- Psychology and counseling skills
- Student management skill
- Good knowledge of MS Office, e-mail and other databases
- Good interpersonal communication skill
- Good ability in English

Specific Technical Competencies

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Attitudes

- Commitment to PSE's vision, core values and code of conduct

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- Policy compliance and protection of children
 - Patience, adaptability and ability to cope with change process.
 - Ensuring timely, high quality results. Being a role model for continuous learning and improvement.

Details and contacts :



Submit CV: <https://t.me/PSERECRUITMENT>



Email: recruitment@pse.ngo



Tel: 093617555

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PSE Recruitment Channels:

- Facebook: <https://www.facebook.com/pserecruitment>
- Telegram Chanel: <https://t.me/recruitepse>
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