



Job offer : Student Affairs Assistant

[Student Affairs Assistant](#)

Student Affairs Assistant

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 : 15-06-2026

Job description :

Sh/he has to ensure the safety and disciplines of the general education students, CR/EE Schools

Missions :

- Ensuring safety of students at the entrance/exit gates and bus parking lot in the morning and afternoon.
- Controlling the school yard and canteen during the break and lunch time in compliance with the school rules and regulations. Communicating quickly with Student Affair Officer for any urgent matters occurred.
- Controlling student absences and lateness following the CR/EE Sup School procedure (meeting with students, giving information to relevant families, Social Department, and other relevant departments)
- Monitoring classes when teachers are absent or late coming.
- Providing logistic supports to teachers (photocopy, printing, teaching materials, and other necessary studios materials)
- Monitoring student disciplines during their exams.
- Guiding students in compliance with the CR/EE Sup School's rules and regulations.
- Providing supports in any school's events.
- Providing supports to physically challenging students for educational accesses and services.
- Advising students to meet relevant departments (Psychology, Infirmary, Student Affairs, Social, or Management etc.) for their problems.

Profile :

Education

- At least University Student, preferably majoring in Education, Social Science, Psychology or Any relevant field of study who can work full-time

Experience

- At least 2 years experience working with children in general education

Skills

- Good communication skill
- Able to communicate in English
- Computer skills (MS Word, Excel, Power Point and Email are preferable)

Specific Technical Competencies

- Good analytical and problem solving skills

Attitudes

- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with change process.
- Good time management, high result-base quality. Self-motivation for continuous learning and improvement.

Details and contacts :



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



Email: recruitment@pse.ngo



Tel: 093617555

Address: No. 402, Groupe 12, Village Trea, Stung Mean Chey,

Phnom Penh, Cambodia

PSE Recruitment Channels:

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

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