



Job offer : Academic Officer

[Academic Officer](#)

Academic 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 : 30-06-2026

Job description :

The Academic Officer ensures the effective management of academic operations and quality assurance across two vocational schools under PSE-I. The role focuses on academic scheduling, documentation, system management, coordination of student academic processes, and monitoring educational quality to promote consistent academic standards and student success.

Missions :

1. Academic Operations & Coordination

- Plan, prepare, and manage annual academic calendars, skills curriculum and teacher and class schedule for both vocational schools.
- Coordinate with Deans, training team leaders/instructors, and academic teams to ensure the smooth operation of exams, assessments (schools and company's), and other academic activities.
- Support internal and external academic reporting (e.g., test results, internship/apprenticeship logbook, attendance summaries, student recruitment, and graduation records).
- Coordinate the implementation of internal academic quality assurance mechanisms in line with PSEI and MoLVT standards for both schools.
- Coordinate in student orientation activities, Foundation Study Division committee and entrance test for direct training.

2. Data & Information System Management

-
- Maintain and oversee academic data systems and shared digital folders to ensure accurate student records, reports, and documentation.
 - Collaborate with the Senior Academic Coordinator and IT team to manage information systems aligned with compliance, transparency, and accuracy standards.
 - Ensure secure archiving of student records, transcripts, and exam results.
 - Check and follow up the employment survey (3,6,12 months).

3. Exam & Certification Administration

- Lead the organization and execution of internal school exams arranging the rooms, groups, documents and invigilators.
- Assist gathering the documentation for exam registration and score records for submission to MoLVT and other relevant bodies.
- Assist in the issuance of diplomas/certificates and ensure regulatory compliance by supporting documentation processes and guiding the completion of required paperwork.

4. Resource & Logistics Coordination

- Coordinate classroom and resource allocations for all academic needs, including exams and workshops.
- Track teaching materials and supplies, raise procurement requests, and work with Admin and Finance teams to ensure timely provision.
- Oversee readiness of academic facilities for teaching, assessments, and student activities.

5. Support for School and PSE-I Event Management

- Assist in the planning, preparation, and coordination of school-specific events such as certificate ceremonies, parent meetings, and internal student showcases.
- Collaborate with PSE-I Central and school teams to organize and support broader institutional events including official visits, national days, and institutional promotions.
- Ensure logistical readiness (room setup, participant lists, materials) for all assigned events.

Profile :

Education

- Bachelor's Degree in Education, Administration, or related field (Master's preferred).

Experience

- Minimum 3 years of experience in academic administration or operational coordination within educational institutions.
- Experience in vocational education settings is an asset.

Skills

- Proficient in MS Office, Google Workspace (Docs, Sheets, Drive), and academic information systems.
- Strong communication, coordination, and organizational skills.
- Fluent in Khmer and English (verbal and written).

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 the 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

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/>

Status :
Contrat local

