



Job offer : Librarian Team Leader

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Librarian Team Leader

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 :

This position is created to provide the leadership and expertise necessary for the library program management and development. S/he is responsible to plan, organize and direct the operations and staff of the Library; prioritize and schedule major reading/library projects/activities; and develop and manage administrative tasks serve for the Library activities in PSE.

Missions :

- To manage and oversee all matters relating to the smooth and efficient operation of the school libraries and the librarian team
- To work with school management teams identifying resources and activities that match to the school curriculum and other educational/learning projects
- To create and implement ideas and strategies for the development of the school library provision

and its services

- To ensure that staff and students are aware of the services available and to encourage maximum use of the libraries' resources and the potential of the libraries as a center for different learning/reading purposes and class learning activities
- To supervise and oversee the reading/learning behaviors, general discipline and induction into the use of the library's facilities managed by the librarians
- To assess the reading resource needs that match the students' level of literacy and areas of their reading interest
- To promote and supervise the Library as an effective study zone after school, including during lunch breaks, evenings, and/or weekends
- To promote the use of the school library and encourage students to read through competitions, campaigns, internal and external events
- To prepare and manage the library expenses allocated for the purchase of library materials, equipment, and furniture and the development of library services
- To select and purchase library resources in all appropriate formats, in consultation with the various heads of department and teaching staff, utilizing an appropriate range of suppliers
- To manage the day to day organization of the librarians, including the supervision of their routine clerical duties such as filing, shelving, and recovery systems
- To provide training as necessary to the librarian team in running the libraries, creating reading activities, cataloguing, classifying, and indexing of the library resources and resources located elsewhere in the school, ... etc. in all formats, as required
- To ensure that book stocks and all library resources are carefully monitored by the librarians
- To develop the links with other school libraries/librarians and other library services/associations
- Perform other tasks assigned by the superiors

Profile :

Education

- Bachelor Degree in librarianship, Education, or other relevant fields
- Any certification in library management training is an advantage

Experience

- Minimum 5 years experience in managing a school library
- Librarian Team and/or any library project Management experience is a prefer

Skill/Knowledge

- Knowledge of policies, procedures, practices and administration for library management.
- Competence in ICT tools for library management systems and library applications
- Ability to analyze the needs of library users and secure appropriate resources to meet those needs
- Creativity in making the library an attractive place for supporting literacy Knowledge and reading routines
- High level of skill in planning, developing and implementing library policies, procedures and objectives
- High level of skill in effectively supervising and delegating duties to the assigned librarians by different library branches

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- High level of skill in resolving library customer complaints and concerns

Specific Technical Competencies

- Good knowledge of MS Office, and Google Applications
- High level of English for both writing and oral communication
- Good interpersonal and communication skill
- Conflict resolution skill
- Proactive and quick response
- Well-organized and ability to work under pressure and independently

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.
- 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

