
Job offer : Executive Assistant

[Executive Assistant](#)

Executive 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 : 30-08-2025

Job description :

The Executive Assistant serves as the eyes and ears of the Deputy General Director, playing a

pivotal role in ensuring smooth operation and effective collaboration within the Education Division. This role encompasses a wide range of responsibilities, including organizing events, managing data, writing presentations and producing reports, and liaising between the various stakeholders. The Executive Assistant also takes on managerial duties during special projects or staff vacancies, ensuring continuity.

Missions :

Main Responsibilities:

- Act as the main point of contact for various internal and external stakeholders, identifying the purpose of their requests before directing them to the appropriate department or person, and then ensuring follow-up.
- Collaborate closely with other managers and leaders to ensure they are fully informed on all updates and assignments, and meticulously follow up on the implementation of decision and action plans.
- Coordinate and organize meetings, events and workshops for the Education Division by booking venues, equipment and providing other related logistical support.
- Ensure the smooth functioning of Education Working Groups by managing scheduling, recording minutes, and diligently following up on action items to facilitate productive collaboration and progress towards objectives.
- Assume managerial duties or act as a representative for any other Education department during special projects or staff vacancies, ensuring continuity.
- Schedule appointments and prioritize urgent matters, while also preparing communications on behalf of the Deputy General Director when required.
- Collect, consolidate, and analyze pertinent information and data as required, facilitating the drafting of reports and recommendations tailored to the needs of the Education division.
- Draft and format information for internal and external communication, including memos, emails, letters, brainstorming sessions, presentations, meeting minutes, and reports.
- Undertake ad hoc or urgent tasks as instructed by the Deputy General Director.

Profile :

Education

- Master degree in Education, International Relations, Development Studies, Social Sciences, Business Administration or a related field.

Experience

- Minimum 2 years of relevant work experience as Executive Assistant, Project Coordinator, Program Assistant or similar roles.

Specific Technical Competencies

- Ability to appreciate and navigate cultural diversity, with openness to learning.
- Proficiency in handling urgent tasks and multitasking effectively to meet deadlines.
- Capable of organizing and coordinating projects from planning to completion.
- Solid organizational skills with a commitment to accuracy and attention to detail.
- Strong interpersonal skills and initiative to collaborate effectively in a team environment and ability to work independently.
- Maintains confidentiality and demonstrates discretion.
- High proficiency in English; French and/or Khmer is advantageous
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Applications
- Excellent written and verbal communication
- Skilled in actively listening to diverse perspectives and synthesizing information for decision-making.

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>
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• Website: <https://www.pse.ngo/>

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