



## **Job offer : Community and Student Engagement Administration Officer**

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### **Community and Student Engagement Administration 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.

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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 : 30-04-2026

Job description :

The Social & Admin Officer will support day-to-day administrative and social services operations, focusing on resource distribution, event logistics, attendance management, and reporting. This role assists the Social Admin Supervisor in executing tasks that enhance students' educational experiences and foster strong family engagement.

Missions :

### **1. Resource Distribution and Monitoring:**

- Assist in rice distribution and maintain clear records of total quantities distributed and reconciled funds.
- Organize and distribute uniforms and study materials to students in a timely manner

### **2. Classroom and Program Support:**

- Conduct spot checks of Extra Classes to ensure adherence to program quality.
- Assist in student orientations for EE programs, providing support for a smooth transition.

### **3. Event Coordination and Support:**

- Organize logistics for events like Summer Camp, Khmer New Year activities, and family workshops on "Parenting."

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#### **4. Attendance and Communication:**

- Track and record external students attendance, update absences, and follow up with families when necessary.

#### **5. Reporting and Data Entry:**

- Contribute to weekly, monthly, and mid-year reporting, providing accurate data and insights.
- Update dashboards and ensure all program data is current and accessible.

#### **6. Community Outreach and Documentation:**

- Assist with advertisements and announcements for new beneficiary recruitment to engage eligible families

Profile :

#### **Education**

- Associate or Bachelor's degree in Administration, Education, or a related field.

#### **Experience**

- Prior experience in administrative roles or education support preferred.

#### **Skills**

- Proficiency in MS Office (Excel, PowerPoint, Word) and data entry skills.

#### **Specific Technical Competencies**

- Strong interpersonal skills with a community focused approach.
- Ability to manage time effectively and juggle multiple tasks.

#### **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 :

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



Email: [recruitment@pse.ngo](mailto:recruitment@pse.ngo)



Tel: 093617555

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

Phnom Penh, Cambodia

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