



Job offer : French & Chinese Program Manager

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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 :

S/he will be responsible for managing all the key functions of PSE French & Chinese Program according to PSE policies and procedures, including:

- Curriculum and learning activities
- Pedagogy development in coordination with the Pedagogy department
- Teacher's capacity building and students' learning outcomes
- Program Operations Management– budget, reporting, staff management, team building, and leadership

Missions :

1. Develop the program

- Identify the needs with the schools and labor market
- Establish priorities in the development (step approach)
- Contact and interface with local body (Chinese schools ..) to develop appropriate curriculum and syllabus
- Recruit and train teachers to the objective of the program
- Work with pedagogy to develop and adapt educational materiel

2. Assess the results and adapt the educational and pedagogical material

- Develop assessment tools & exam tools for student
- Work with pedagogy to develop assessment tools for teachers (recruitment , evolution)

- Provide the training “how to use the educational and pedagogical material” to teachers and school

- Monitor the implementation of the educational and pedagogical material in the school

- Evaluate and re-adjust the educational and pedagogical material if necessary

3. Develop the teacher capacity building:

- Provide the training according to training planning to teachers in order to develop their pedagogy and linguistic skills
- Follow-up the teachers by conducting the class observation in order to evaluate the training processes and effects
- Coach the teachers

4. Program Operations Management:

- Monitor for the quality of the Chinese program activities –
- Build workforce planning, budgeting, need assessment, schedule, oversee logistic
- Ensure the student recruitment projection for Chinese classes with GE and PSEI
- Perform cooperatively with PSE HR department in staff recruitment for Chinese program, staff contract renewal, personnel updates and other staff’s issues
- Manage the staff’s daily/annual performance
- Promote teamwork and professional ethics
- Perform other duties as assigned by the superiors

Profile :

Education

- Bachelor degree in Education, Pedagogy, Teacher Training Development or similar field of study

Experience

- Four years experience in Pedagogy Development, Teacher Training and staff management

Skills

- Native Mandarin (Chinese) speaker
- Good command of English
- Strong leadership skill
- Microsoft office, email, Internet

Specific Technical Competencies

- Curriculum development
- Teacher capacity building, follow-up and coaching
- Educational and pedagogic tools development
- Assessment / evaluation
- A proven record of successful strategic planning, program management, team building, financial management
- Proven high level of English. Capacity to attend international meetings and presentations
- Excellent problem solving, analytical and managerial 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
- 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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