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## **Job offer : Admin Intern (PSE-I Central)**

[Admin Intern \(PSE-I Central\)](#)

### **Admin Intern (PSE-I Central)**

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 : 15-06-2026

Job description :

The Intern provides academic and administrative support to PSEI Central Operations, including

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documentation management, data entry, certificate processing, and support for graduation ceremonies.

#### Missions :

- Clear and manage outstanding certificates distribution by contacting alumni and following up to ensure collection (including maintaining proper administrative records and updating data in spreadsheets).
- Manage the registration list of alumni for certificate ceremony event (check, call to confirm, provide information)
- Handle graduates' uniform stock management, lending, and collection for the certificate ceremony, ensuring proper tracking and accountability
- Deliver invitation letters to external guest (ministry, partners....)
- Process certificate delivery with the Academic and Admin Assistant
- Perform other tasks assigned by the superior

#### Profile :

### Education

- Associate or Bachelor degree/technical vocational diploma in administration and/or secretary
- Year-to-graduate students are also encouraged to apply

### Experience

- Experience in administration, logistic control or filing system (including internship experiences or school projects)
- Individual with no experiences are also encouraged to apply

### Skills

- Excellent written and verbal communication skills
- Strong secretarial and administrative skill
- Ability to work under a very Strick deadline pressure
- Good command of using English language
- High attention to details with accuracy

### Specific Technical Competencies

- Good computer skill \_ Microsoft Office Word, Excel, Power Point, Internet and e-mail and be comfortable with Google applications

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## 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](mailto:recruitment@pse.ngo)



Tel: 093617555

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

Phnom Penh, Cambodia

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PSE Recruitment Channels:

- Facebook: <https://www.facebook.com/pserecruitment>
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