



## **Job offer : School/Program Manager**

### **School/Program Manager**

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.

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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 :

The School/Program Manager is responsible for the overall leadership, management, and performance of the assigned school program at PSE. The role ensures high-quality teaching and learning, student well-being, operational excellence, and full alignment with MoEYS standards and PSE's mission, vision, and values.

The position works closely with teachers, parents, internal departments, and external stakeholders to drive academic excellence, continuous improvement, and sustainable program development.

Missions :

### **1. Academic Program Leadership & Quality Assurance**

- Lead the design, implementation, monitoring, and continuous improvement of school programs in alignment with MoEYS standards and PSE's quality framework.
- Ensure effective assessment systems and promote diverse learning approaches (active, collaborative, authentic learning).
- Integrate enrichment activities that support holistic student development.
- Ensure accurate and up-to-date academic data in the School Management System (SMS).
- Use data-driven evidence to identify challenges and implement strategic solutions.
- Promote a collaborative team culture focused on excellence and accountability.
- Lead curriculum implementation and development in collaboration with Subject Team Leaders and the Curriculum Specialist.
- Evaluate holistic academic performance of teachers and students.
- Develop and implement strategic action plans for school and academic improvement.

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## **2. Staff Management, Performance & Capacity Development**

- Manage class schedules and academic planning;
- Supervise teacher and staff performance through classroom observations, feedback, appraisals, and coaching.
- Identify professional development needs and support capacity-building initiatives.
- Foster positive leadership, teamwork, and a culture of well-being for teachers and students.
- Ensure accurate data management for classes, teachers, and student projections.

## **3. Student Learning Support, Well-being & School Environment**

- Ensure accurate and timely student assessment records and reporting.
- Lead learning reinforcement initiatives and implement effective dropout prevention strategies.
- Develop targeted intervention projects to support slow learners and students at risk of dropping out.
- Monitor and promote regular student attendance, minimizing absenteeism and lateness.
- Enforce school regulations, discipline procedures, child safeguarding, and safety standards.
- Maintain a safe, child-friendly, and supportive school environment with adequate facilities and resources to promote student well-being and academic success.

## **4. Parent & Community Engagement**

- Strengthen parental engagement and maintain effective communication to support student learning quality and regular attendance.
- Develop and implement initiatives that promote active parent participation in school activities and academic support.
- Foster positive and collaborative relationships among students, parents, teachers, and the wider school community.
- Maintain timely and professional communication with MoEYS, including the Municipal Department of Education, ensuring accurate reporting and compliance with policy updates.

## **5. Cross-functional Coordination**

- Coordinate closely with QPI, HR, Operations, SAO, Career Guidance, and other relevant teams to ensure integrated and effective program delivery.
- Participate in collaborative projects or working groups with internal and external stakeholders as assigned by the line manager.

## **6. Planning, Reporting & Program Support**

- Contribute to departmental planning, budgeting, reporting, and the implementation of strategic initiatives.
- Ensure timely and accurate preparation of academic and program reports.
- When assigned, provide direct pedagogical support to supplementary and kindergarten programs, including teacher coaching, leading learning projects, supporting student affairs, and ensuring alignment with academic standards.
- Deal with student cases in collaboration with the Operations Manager and SAOs to promote

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positive behavior and overall student well-being.

Profile :

## **Education**

- Master's degree in Education, Educational Management, Curriculum & Instruction, or a related field.

## **Experience**

- Teaching qualification or pedagogical certification is required.
- Minimum 5 years of experience in teaching, academic coordination, or school management.
- At least 2–3 years in a leadership or supervisory role within a school or education program.
- Proven experience in curriculum implementation, teacher supervision, and student assessment.
- Experience working with MoEYS curriculum, standards, and school regulations is required.
- Experience in NGO, community school, or donor-funded education programs is an asset.

## **Skills**

- Strong knowledge of curriculum implementation, pedagogy, and student assessment.
- Demonstrated ability in teacher coaching, performance management, and professional development.
- Solid understanding of child protection, school safety, and child-friendly school principles.
- Experience in academic planning, scheduling, reporting, and data analysis.
- Basic knowledge of budget planning and expense monitoring.

## **Specific Technical Competencies**

- Leadership and team management
- Educational program planning and execution
- Pedagogical expertise and classroom coaching
- Parent and community engagement
- Data-driven decision-making
- Adaptability and collaborative mindset

## **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 the change process.
- Ensuring timely, high quality results. Being a role model for continuous learning and improvement.

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Details and contacts :



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



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PSE Recruitment Channels:

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