



**Job offer : Community Services Program Manager**

**Community Services 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 :

The CSC Program Manager provides technical leadership to ensure the effective implementation and quality of **kindergarten, supplementary education, and accelerated programs** across all CSCs. The role supports high-quality teaching and learning, promotes parental engagement, and strengthens the well-being of students and teachers while ensuring alignment with **MoEYS policies** and the **PSE vision and mission**. The Program Manager also mentors teachers, supervises academic quality, and supports curriculum and school development.

Missions :

### 1. Program Management & Technical Expertise

- Lead program implementation and ensure consistency across all CSCs.
- Monitor program performance using key indicators and provide actionable recommendations for improvement.
- Standardize program processes, tools, and systems to enhance efficiency and

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effectiveness.

- Collaborate with other program managers, Operations, and SAO to ensure smooth program integration and operational support.
- Participate actively in the student's projection and the enrollment process in order to ensure the achievement of the recruitment objective.

## **2. Quality of Teaching and Learning**

- Ensure high performance and engagement of staff and students in teaching and learning, while reinforcing teacher and student well-being and maintaining a safe working environment.
- Ensure strong parental engagement to support school/program missions, learning quality, and dropout prevention, including awareness of school policies.
- Ensure program compliance and alignment with MoEYS policies, collaborating closely with the Operations Manager.
- Strengthen school discipline, safety, and a friendly learning environment, promoting an engaged and healthy community of parents, students, staff, and teachers, in coordination with the SAO and Operations Manager.

## **3. Academic-Related Tasks**

- Maintain high performance and engagement of staff and students in teaching and learning processes.
- Enhance learning quality by promoting varied learning environments, including Active Learning, Collaborative Culture, and Authentic Learning environments.
- Strengthen the better and effective standard assessment in the collaboration with campus & subject coordinator, QPI officers and curriculum specialist.

## **4. Kindergarten & Supplementary Program-Specific Tasks**

- Provide technical and pedagogical support to Kindergarten (K) teachers and Supplementary Program teachers (if assigned).
- Teacher Support: Support campus & subject coordinators in ensuring daily teaching best practices, including informal classroom observations and coaching.
- Curriculum & School Development: contribute as an active member of school and curriculum development initiatives, ensuring continuous improvement and program alignment.

Profile :

### **Education**

- Bachelor's or Master's degree in Education, Early Childhood Education, Educational Management, or related fields.

### **Experience**

- Minimum 5 years of experience in program management or educational leadership, preferably in kindergarten or supplementary education.
- Strong knowledge of MoEYS policies and curriculum standards.
- Proven experience in teacher coaching, mentorship, and classroom management.
- Excellent communication and stakeholder engagement skills, including working with parents

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and communities.

- Ability to analyze data, monitor program effectiveness, and implement process improvements.
- Strong organizational, planning, and problem-solving skills.

## **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.

Details and contacts :



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



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