



Job offer : Campus & Subject Coordinator (Khmer Subject Specialist)

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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 : 15-06-2026

Job description :

The Campus & Subject Coordinator is responsible for overseeing campus operations and ensuring high academic standards across assigned subjects. The role supports teachers in pedagogy, assessment, and professional development while ensuring smooth day-to-day campus management and effective communication with stakeholders.

Missions :

1. Campus Management

- Oversee daily operations of the campus, including scheduling, safety protocols, and school management systems (SMS).
- Arrange and assign a substitute teacher in the event of a teacher's absence, or substitute the teacher himself if needed.
- Collaborate with the Student Affairs Team to ensure timely communication with parents regarding student absenteeism.
- Supervise teacher administrative responsibilities, including lesson planning, assessment preparation, and maintaining an optimal classroom learning environment.
- Monitor and support assessment processes, including analyzing student results and tests, developing school-based standard tests aligned with the curriculum and following up on ongoing assessments and ensuring alignment with learning objectives.

2. Teacher Support & Expertise

- Act as a subject mentor/reference based on expertise: Khmer , Math , Kindergarten and additional subjects as assigned
- Support teachers in pedagogy, in collaboration with the CSC Manager and the

assigned QPICs (Quality Program Innovation Coordinators).

- Provide guidance to teachers to improve teaching quality and professional development.

3. Curriculum & Academic Support

- Collaborate with QPIOs and the Curriculum Specialist to develop and refine curriculum and syllabus as well as teaching and learning materials.
- Support the CSC Manager and QPICs in maintaining teaching and learning quality across the assigned subjects or programs.

Provide content expertise to assist the CSC Manager in strategic academic planning.

Profile :

Education

- Education: Bachelor's degree in Education, Curriculum & Instruction, or a related field. Teaching certification or relevant professional qualification is a plus.

Experience

- Minimum 3 years of teaching experience in the subject area.
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- Experience in curriculum design, assessment, and teacher coaching is preferred.
- Strong knowledge of MoEYS standards and 21st-century teaching strategies.

Skills

- Strong understanding of curriculum design, pedagogy, and student assessment.
- Excellent organizational, analytical, and time-management skills.
- Ability to mentor and support teachers to improve teaching quality.
- Effective communication and interpersonal skills to collaborate with teachers, parents, and administrative teams.
- Demonstrated leadership and problem-solving abilities in an academic environment.
- Capability to manage campus operations while ensuring adherence to academic standards.

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

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- 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



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PSE Recruitment Channels:

- Facebook: <https://www.facebook.com/pserecruitment>
- Telegram Chanel: <https://t.me/recruitepse>
- Website: <https://www.pse.ngo/>

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