



Job offer : Student Placement Coordinator

Student Placement Coordinator

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 : 30-07-2026

Job description :

The Position is accountable for:

1. Coordinate and manage the internships, jobs with high quality result for SCT and SOM
2. Follow-up with EST students
3. Maintain and support PSEI Central Activities

Missions :

1. **Coordinate and manage internship/apprenticeship with high quality result (SOM – SOH for SCT)**
 - Work with Pedagogy Coordinators/Dean/Managers of all vocational training schools under PSE-I to develop and follow up the internship and placement plan
 - Develop the projection or planning on opportunities of internship (number of companies and number of internship) for internship placement
 - Ensure the companies understand and cooperate well with internship through phone calls, and if necessary, visit directly to the companies
 - Coordinate with the schools for collection of internship opportunities and make all internship placement
 - Coordinate with all the schools for gathering the administration of the database of students going in internship
 - Collect and administer the database of CVs from the schools
 - Coordinate interviews between students and companies and follow up on the results

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- Ensure official documents such as internship agreement are up to date and officially approved
 - Responsible for controlling the administration and validation of partnership documents and internship agreements
 - Define, communicate and enforce the rules of students selection, decision and ensure fairness among students of all schools
 - Ensure all internship policies are clearly orientated to students before each of internship period
 - Visit companies and assess their eligibility to join our roster of internship providers
 - Communicate with companies about our programs and skills in PSEI and our students
 - Ensure that the procedures of internship coordination is followed and effectively applied by all relevant stakeholders
 - Jointly develop, propose and update modifications of the internship procedures and policies
 - Identify, develop and monitor current internship sites
 - Initiate and build a strong partnerships and engagement with employers of the companies to develop the opportunities of internship and placement
 - Cooperate with school to follow up student attendant/performance during internship period
 - Manage the payment of all internship allowance from the companies to PSE/PSEI and to the students
 - Settle internship allowance to the students
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- Coordinate for FSD and other schools in PSEI to get students for discovery class activities/external visits

2. EST Follow-up

- Follow-up with our EST students
- Support them in finding internships/apprenticeships if needed
- Support them in finding jobs if requested
- Create a strong connection with them in order to animate Alumni / Sharing experience sessions, on campus, with the schools

3. Maintain and support the department

- Make reports
- Take part in welcoming any guests come to PSEI central
- Provide support in logistic arrangement or events organized by PSE-I central office: Career Fair, Mock interviews
- Assist in in coordinating with all activities of external affairs – internship, partnership, student's orientation activities, alumni...etc.
- Assist in SDF project needs in collaboration with Pojects/Grants team
- Perform other duties as assigned by the superiors

Profile :

Education

- Bachelor Degree in Education, public relations, Business Administration or any other relevant majors

Experience

- Minimum 3-year experience working in communication, public relation or career development with institute or university

Skills

- Excellent written and verbal communication/presentation skills
- Proven team leadership and supervisory skills
- Very good command of using English language

Specific Technical Competencies

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

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>
- Website: <https://www.pse.ngo/>

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