

Dean School of Languages

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 more than 6,500 children and more than 6,000 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 6 staff at the headquarters in France. 400 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.

Location: Phnom Penh, Cambodia

Starting date: 02/2023

Job description:

- Educational management:
- Guarantee language training quality and results. Develop and implement new techniques. Manage curriculum and teaching methodology.
- Staff management: Plan the workforce ,recruit, in charge of the school and operation management team, school teaching staff team, student overall staff management, staff/student problem solving, control the administration and finance issues.
- Operation management: responsible for the management of French school, direct responsibility of English school and Chinese school (in the future).
- Budget management: Prepare and manage the yearly budget planning of the school
- Communication: Inter-PSE communication Schools and pedagogy department

Missions:

Leadership and Strategy

- Review major school programs (French & English): define target group and competency evaluation tools
- Study the opportunity to develop other languages such as Chinese.
- Plan actions and lead the team to reach the goal defined
- Lead and manage all the language managers and teachers
- Work closely with the schools (General Education & PSEI) and Pedagogic Department to bring innovation to the way we teach language

Monitoring Quality of School Curriculum, Teaching and Learning Practice

- Coordinate the review/assessment of current curriculum to ensure that the course/program is meeting intended objectives and requirements of the schools and industry's requirements.
- Evaluate and lead the update and development of school curriculum in relation to the industry's requirements.
- Pro-actively in coordination with pedagogy Department, pursue opportunities for teachers to learn best practices and innovate in teaching development
- Ensure that teachers are delivering the best in class teaching by observation, training and constant development

Monitoring Schedule and managing students

- Coordinate with the schools and Plan, define and teaching Schedule adapted to the specific needs of each school and level.
- Manage and ensure the quality of students' academic assessment tools and results
- Manage student assessment and level
- Make sure that student difficulties are understood and solutions proposed

Finance and administration

- Plan and submit the proposed budget to General Director for approval and assist the overall financial planning process to balance the budget for the school activities
- Use the agreed budget to actively monitor and control performance
- Identify additional finance required to fund the school's proposed activities and strategic developments in accordance with PSE

Administration

- Manage the administrative functioning of the whole school, including systems/formats (in phase with overall systems / formats) and use effective methods to review and improve administrative systems

Human Resources

- Monitor recruitment, performance management, appraisal and development for all staff in the school
- Monitor the way policies and procedures are actioned and provide support where necessary
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Evaluate the training needs of your staff and submit proposal to HR department when you want your staff to be trained on specific skills

School Facility Management

- Manage and ensure the safe maintenance and security operation of all school, equipment and furniture
- Manage the school logistic inventory and ensure for an effective use for the school support

Communication

- Work closely with Social Department and all PSE's support departments
- Maintain effective communication to keep staff, students, parents and other relevant sections/people properly informed/orientated
- Develop and maintain good relationships/communication with parents/guardians to involve them in their child's learning
- Make reports as required by the internal reporting procedures and reporting for external donors

Profile:

- Bachelor-Masters Degree in Teaching Languages or related field
- 7 years in teaching languages
- 5 years experience in managing teams,
- Experience in developing languages school
- Very good interpersonal and communication skill
- Excellent oral and written communication skill
- Native English preferred, knowledge of other language such as French, Chinese, Khmer as plus
- Knowledge of MS Office, Google Application and e-communication
- Management skills
- Be able to manage the team
- Be able to make decision on HRM, Finance
- Be able to coordinate and lead the school activities/project
- 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.

Status: VSI ou Contrat local

Details and contact :

www.pse.ngo for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

Recruitment team contact: 093 617 555 Telegram: <https://t.me/pserecruit>