

Education and Social Officer

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: 04/2024

Job description:

S/he will ensure that selection of families and children are followed criteria and procedures of program.

S/he will be responsible for following up & analysing the families and children's issue and need, solved properly and on time.

S/he will conduct on-going monitoring and follow-up and educational support for students to increase their learning outcomes, prevent drop out, & provide effective counselling.

Missions:

1/ Beneficiary Recruitment

- ? Conduct the recruitment assessment of children and families according to PSE criteria in PSE intervention zones.
- ? Analysis the beneficiary condition and propose the right programs adapted to the beneficiary need and after propose to PSE committee.

2/ Beneficiary Follow up

- ? Manage global beneficiaries 92 families and 170 students
- ? Conduct field visit 2 times per year to evaluate the beneficiary situation and adapted to PSE programs by following procedure and policies
- ? Solve beneficiaries' requests and propose the right programs to line manager.
- ? Check attendance students 2 times per week at public school,
- ? Check attendance students 1 time per week at extra classes outside and English private schools.
- ? Follow up and solve absent student
- ? Referral without solution cases to CD committee
- ? Monitoring with School Support Committee (SSC) to collect the student's monthly/academic results.
- ? Identify high risk students and send to line managers

3/ Collaboration

- ? Proactively communicate and cooperate with the local authorities, School Support Committee (SSC), and relevant NGOs partners to solve our beneficiaries' problems effectively and on time.
- ? Work as a representative of program to join any official meeting as per assigned
- ? Responsible for proposing and managing all events / projects in the communities

4/ Administration

- ? Yearly provide study materials and uniform to students, and ensuring that transparent supporting documents and official received lists and prepare the distribution report.
- ? Manage weekly/monthly rice distribution activities and produce accurately report of the rice distribution to the line manager as regularly basic.
- ? Prepare monthly reports of own achievements
- ? Manage and daily update beneficiary information into Beneficiary Management System and Google Drive.
- ? Manage and daily record the absent students into BMS/Excel.

Profile:**Education**

? Bachelor Degree in social work, rural development, psychology or relevant field

Experience

? 2 years' experience in social work related to children and poverty program, rural/urban development, psychology or any similar experience

Skills

- ? Good communication skill
- ? Be able to ride a motor to far away intervention zones
- ? Good command of English , French is preferable
- ? Computer skills MS Word, Excel, Power Point, Email, google plate form and internal database etc

Specific Technical Competencies

- ? Analytical skills
- ? Counselling and problem solving skills

Attitude

- ? 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.
- ? Be flexible and adaptable

Status: 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/pserecui>