

Executive Assistant

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: 09/2023

Job description:

The Executive Assistant is responsible for managing the schedule and communication in English and French of the General Director, s/he will work closely with the Cambodian executive assistant in charge of admin.

S/he will communicate with:

- Internal stakeholders: coordination of governance bodies (executive committee and leadership team), link with all PSE departments and sections
- External stakeholders: partners, donors, other NGOs/institutions, visitors, ministries and other relevant government departments

Missions:

- Assist the General Director in his/her daily tasks, ensure the implementation and follow-up on her decisions and facilitate the communication with both internal and external stakeholders;
- Manage the General Director's mailbox in English and French, by prioritizing the most sensitive matters, preparing communications on her behalf and ensuring a timely answer to all relevant stakeholders;
- Take notes during meetings;
- Ensure information collection through regular brainstorming sessions with the General Director and the relevant stakeholders, and properly manage these documentations to be easily accessible by Central management team;
- Create communication materials on behalf of the General Director, for internal and external purposes - presentations, minutes, reports, form, memos, letter, etc...;
- Work closely with managers and experts to keep them well informed of all updates/assignments, follow up on the implementation of decisions and action plans and report back to the General Director. Save the General Director's time by collecting and analyzing information as needed, in advance;
- When appropriate, act as the primary point of contact among the General Director's different stakeholders and identify their needs to direct them to the appropriate department or bring the matter to the attention of the General Director;
- Coordinate or participate to specific projects, meetings, committees;
- Complete other ad hoc tasks requested by the General Director.

Profile:**Education**

- University degree in Management

Experience

- Minimum 2 years experience in providing executive support, project management or similar roles

Specific Technical Competencies

- Impeccable written and spoken French
- Fluent in English
- Good listener and synthesis skills
- Discretion and confidentiality
- Problem solving attitude
- Proficiency in MS Office & Google Applications
- Demonstrated writing and presentation skills
- Communication and coordination skills
- Flexibility, ability to adapt to shifting priorities and to work under time-pressure
- Relationship builder, powers of persuasion
- Organizational skills, commitment to accuracy and attention to detail
- Strong interpersonal skills with the ability to take initiatives, be multi-tasks, be a team player in a multi-cultural environment

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
- Ensure on-time and high quality results
- Be a role model for continuous learning and improvement

Status: VSI ou Contrat local

Details and contact :

www.pse.org for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to rh-france@pse.org