

Educator 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: 03/2024

Job description:

S/he will be responsible of the hygiene, security, and environment, and discipline of a group of kids under her/his own group.

Missions:

1. Team work and communication

- Responsible to participate meetings as required
- Responsible to use all the communication tools set up to exchange information with all the team.
- Responsible to set up and update personalized folder for each kids under his responsibility.

2. Daily follow up and daily care

- S/He's responsible of the daily routine of his own group (schooling, hygiene, clothing)
- S/He makes sure that the rules are respected and check attendance of students every night and report to the manager
- S/He meets his group once a week in order to listen to them, solve problems and gives them information.
- S/He's attentive to the kids, supports and encourages them. He accompanies them when they are depressed, sad...especially at night
- S/He meets regularly teachers to check on schools results and behaviour in class.
- S/He encourages every kid to enlist in sports and social life.
- S/He sets up and supervises solidarity activities
- Other tasks as assigned by line manager

Profile:**Education**

- Associate Degree in education, social science , psychology, child care or relevant field

Experience

- 1 year experience with children in difficulty or any relevant experience

Skills

- Good communication skill
- Able to communicate in English , French is preferable
- Computer skills (MS Word, Excel, Power Point and Email) is preferable

Specific Technical Competencies

- Good analytical and problem solving skills

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.

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/pserecruit>