

## Academic 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 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:**

***This position is accountable for:***

1. Manage all contacts and students registration to the ministries, the courses, graduates, certificates, academic result and the school curriculum practice
2. Lead and coordinate for quality of examination in all schools under PSE Institute
3. Manage university students and ensure the quality of schools' record including students' information and academic result
4. Maintain and support PSEI Central Activities

## **Missions:**

### **1. Manage all contacts and students registration to the ministries, the courses, graduates, certificates, academic result and the school curriculum practice**

- Work with all schools in preparing the registration lists and proceed to the ministries for the course enrolment
- Prepare for the final state exam registration, Diploma/certificate signatures and other academic administrative tasks/document to ministries
- Make sure deadline are respected and no late registrations occur
- Ensure all database and information related to students' graduation regularly updated
- Manage and process for all diploma/certificates to the students/graduates
- Check and maintain all students' documentation for the course registration and certificate
- Directly contact to students/graduates for any academic tasks/appointment
- Follow up with ministries and other institutions on any other academic request/discussion made by the director of PSE-I
- Follow up with schools regarding to the practice of curriculum and annual academic planning

### **2. Lead and coordinate for quality of examination in all schools under PSE Institute**

- Lead to ensure all examination related documents are completed and sent to MoLVT/MoT with quality and standard
- Coordinate with schools and PSEI central team to ensure the national exam is effectively venue, scheduled and organised
- Develop and update the templates and procedures to perform smoothly exam organisation in each semester
- Ensure the submission of exam documents and examination process is respected to the deadline such as sending document, results of exam and communication of result etc.
- Preparing and processing national final examination, manage on exam correction and do the score enrolment
- Prepare and send students' score record to relevant sections/people
- Prepare all exam registration, Diploma signatures and other academic administrative tasks/document to ministries
- Lead and develop the procedures and quality control of exam process or procedures
- Build and maintain relationship and communication with MoLVT/MoT related to exam and other issues related to examination
- Regular report or update the progress of preparation, examination and result of exam to PSE-I Operation Manager/PSEI Directors

### **3. Manage university students and ensure the quality of schools' record including students' information and academic result**

- Prepare student list/statistic and manage on their study fee
- Follow up students' attendance and manage on their study record
- Manage their monthly allowance and prepare monthly invoice to clear with finance department
- Go to meet partner university if necessary

## **Profile:**

### **Education**

- At least Bachelor Degree in Education and/or Administration Management

### **Experience**

- Minimum 3 year-experience working in Academic and/or student operations

### **Skills**

- Very written and verbal communication 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.

**Status:** Contrat local

**Details and contact :**

[www.pse.ngo](http://www.pse.ngo) for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to [recruitment@pse.ngo](mailto:recruitment@pse.ngo)

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