

Job Offer

Pedagogy Coordinator : English Language

PSE Presentation :

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 suffering acute hardship by reintegrating them into society and leading them to decent, skilled and well remunerated jobs.

Recognized by the local authorities, PSE is working with full respect of the country, with the Cambodians, and thus supports sustainable development.

PSE is operating six main programs: nutrition, healthcare, protection and accommodation, general education, vocational training and family support.

PSE is taking care of more than 6,000 children and more than 4,000 graduates from PSE Vocational Training program already have successfully integrated the job market with a real qualified position.

PSE employs more than 600 people in Cambodia (Phnom Penh mainly) and 4 staff at the headquarter in France. 300 volunteers in different countries are actively working on making the organization known, on fundraising donations and sponsorships.

In 2000, PSE was awarded the French Human Rights Prize by the French Republic.

Job Position: Pedagogy Coordinator: English Language

Reporting to the Pedagogy Director, in Phnom Penh, the position consists in:

- Being responsible to develop the pedagogy in order to ensure the quality of teaching and learning such as:
 - o the curriculum / program
 - o the education and pedagogical material
 - o the teacher capacity building
 - o the assessment tools for student and teacher
- Showing initiative to update and adapt to the needs of 10-25 teachers , resolving problems and following the plan with guidelines
- Animating and ensuring interface and coordination with all department involved

Missions :

- Develop the curriculum / program
 - o Identify the needs of curriculum development through interviews with students, teachers and principals
 - o Develop the curriculum development plan that meets the needs and expectations of schools and the labor market
 - o Develop the curriculum: learning outcomes, study programs, handbook, lesson contents,

- teaching and learning materials including the ICT materials.
- Provide the training “how to use these curriculums” to teachers and school
- Monitor the implementation of the curriculum in schools
- Evaluate and re-adjust the curriculum if necessary
- Develop the educational and pedagogical material:
 - Identify the needs of educational and pedagogical material development through interviews with students, teachers and principals
 - Develop the educational and pedagogical material development plan that meets the needs and expectations of schools and the labor market
 - Develop the educational and pedagogical material
 - Provide the training “how to use the educational and pedagogical material” to teachers and school
 - Monitor the implementation of the educational and pedagogical material in schools
 - Evaluate and re-adjust the educational and pedagogical material if necessary
- Develop the teacher capacity building:
 - Identify the teacher training needs through analysis of their jobs, career paths, annual assessments, class observation, interviews
 - Develop an annual training plan that meets the needs and expectations of teachers
 - Provide the training according to training planning to teachers in order to develop their pedagogy and linguistic skills
 - Follow-up the teachers by conducting the class observation in order to evaluate the training processes and effects
 - Coach the teachers
 - Design a training manual
- Develop the assessment tools for student and teacher:
 - Review and update the placement test for student
 - Develop the assessment tools for student
 - Review and update the recruitment test for teacher
 - Do other tasks assigned by manager

Profile:

- A Master’s degree in Education , Pedagogy or Teacher Training Development
- Native English speaker
- At least 4 years experience in pedagogy development
- Strong leadership skill
- Patience, adaptability and ability to cope with change process

Practical information:

Type of Contract: Fixed term contract , one year with a high possibility of extension.

Compensation: monthly gross salary of \$ 900 minimum, on a 13 months basis.

VSI contract for European Union Nationals, providing comprehensive coverage for healthcare,

assistance/repatriation insurance, pension contribution, plane ticket one way and return, plus round plane ticket once a year to home country

Localization: Phnom Penh, Cambodia

Starting date: immediate

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