

## Job Announcement

**Pour un Sourire d' Enfant (PSE)** is a non-profit organization, established at the end of 1995 in Cambodia, working to provide food, shelter, medical care, general education and vocational training to children needing support. We are working with underprivileged children, children living in poverty, and without any formal education. We help more than 6,500 children in Phnom Penh, Sihanouk Ville and Siem Reap.

Recently, PSE is seeking for Cambodian candidates to fulfill position to work for its new academic year 2019-2020 as **Open Space Librarian** ( 1 position) based in *Phnom Penh*

### Position summary:

This position is created to provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and it is an integral component of the supportive learning/instructional program for school of business.

### Qualifications:

- Bachelor degree in librarianship, Education or other relevant fields
- Certification as a school librarian and/or the completion of a teacher preparation program
- At least one-year experience related to the position
- Customer service, interpersonal and negotiation skills
- Effective listening and written communications skill
- Very good command of using English language or be able to speak Language is an advantage
- Excellent oral and written communication skills
- Very good computer skill \_ Microsoft Office Word, Excel, Power Point, Internet and e-mail

Please send your updated CV and cover letter to [recruitment@pse.ngo](mailto:recruitment@pse.ngo) by **30 August 2019**. Only applications that meet the qualification requirements will be considered.

Address of Organization: No. 402, Trea village, Sangkat Steung Meanchey, Khan Meanchey, Phnom Penh.
Office Number: Contact Number: +855 (0)77 777 173 (extension: 111)
Contact Person: Mr. Ben Phorn , HR & Resourcing Officer
Personal Number : 098/089 79 99 38

PSE employees at any levels ought to respect and follow the Child Protection Policies.  
PSE is an Equal Opportunity Employer and as such does not discriminate against employees or applicants on any basis prohibited by law.  
Qualified women and Disabled people are encouraged to apply.