

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.

Academic Coordinator (1 position) based in Phnom Penh

Main Responsibilities:

1/ Coordination of Pedagogy and Academic Affair

- Coordinate and maintain the course standardization
- Facilitate with Teacher Team Leaders to prepare training schedule and provide solution related to teaching schedules ensure efficient teaching instruction for all subjects
- Coordinate with Teacher Team Leaders to ensure the training curriculum and schedules by linking between theory and practice
- Coordinate and organize the examination (internal school exam and state exam)
- Participate in classroom observation with senior teachers to ensure the best practice of teacher's teaching and student's learning
- Coordinate with senior teachers to check and monitor the teaching aids and practice materials, and recommend to ensure the teachers have sufficient teaching aids and equipment
- Support teachers to evaluate students' capacity and abilities for every month and find new strategies or pedagogy to help poor students
- Encourage and support teachers in identifying and attending appropriate outside professional development opportunities based on student and teacher needs
- Monitor teacher's teaching schedule and ensure all instructors have sufficient lesson plan
- Work closely with student affairs officer to understand well the situation of students (link between student discipline and issues with academic performance)
- Assist the Dean with all academic work relation locally and internationally (corporate, ministry, mission, volunteer, seminar)

2/ Coordination of Autonomous Learning Time (ALT)

- Coordinate the development of all the pedagogic tools regarding the all ALT management of projects inside SoB
- In touch with all the senior teachers, teachers, organize, control and develop all the self-learning lectures
- Follow all the projects in contact with each responsible
- Work closely with all the colleagues and the coordinator of the senior teachers
- Coordinate the development of the capacities of all the teachers to enrich the ALT activities, to provide homework's, workshop, case study, etc.
- In touch with all the senior teachers, teachers, develop the capacities and the tools regarding the self-learning activities
- Inform and report regularly and efficiently to immediate manager through regular meetings, monthly reports, emails or informal communication.
- Work closely with all the colleagues and the coordinator of the pedagogic pole

3/ Academic Administration

- Restructure and manage the global school database folders and filing stored in drive sustainably in the effective and organized way
- Ensure teachers well maintain all teaching administration/preparation of each teacher and make it adapted to the school curriculum and course syllabus
- Ensure all documents for examination, transcripts and other administrative Works related to examination accurately completed
- Work with Orientation Officer to support student recruitment including skills presentation, training show and interview
- Support the direct and indirect reports to set the annual expectations/objectives and help team to perform their expectations well
- Regularly participate in the meeting with teachers to update on progress and resolution to any challenges and issues
- Create the learning and good performance of the team through regular team meetings and performance coaching, and mid and annual appraisal
- Creates and motivates a team environment and positive relationship in which staff feel safe and confident to share information, giving feedback for improvement

4/ Supervision of library

- Ensure the library are in good service to all students
- Control the development of the open space (system, resources, atmosphere, needs of students)
- Support the librarian for the promotion and creation of interests for students to read and use library for their learning and reference
- Manage library reports and improvements

Job Requirements:

- Recognized degree in related fields and experience 5 years in the fields of Education
- 5 years experiences in managing teams
- High level of English, Capacity to attend international meetings and presentations
- Very good interpersonal and communication skill
- Excellent oral and written communication skill
- High level of English
- Knowledge of MS Office, Google Application and e-communication
- Be able to lead the team
- Organizing and coordinating the team activities
- 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.

Please send your application (CV and Cover Letter) by email: recruitment@pse.ngo or application in hard copies to the below address.

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. THOY Sopheak , HR & Recruitment Officer
Personal Number : 070 827 806

Only applications that meet the qualification requirements will be considered.



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.