

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.

Education Counselor (1 position) based in Phnom Penh

Main Responsibilities:

Team work and communication

- Participate in the meeting as required
- 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/her responsibility.
- To be in charge of the program service during manager's absences/delegation
- Responsible to follow up case with social officers as notified by line manager .

Daily follow up and daily care

- Make sure that the rules are respected, check attendance and report to the manager
- Responsible to organize group meeting once a week in order to listen, find out what concern, solve problems and gives them information.
- To be attentive to the kids, supports and encourages them. S/he accompanies them when they are depressed, sad...especially at night
- Responsible to follow up medical prescriptions in collaboration with the educator assistant.
- Responsible to organize meeting regularly with teachers to check on schools results and behaviour in class.

Follow up of special cases

- Responsible to evaluate needs of each kid and work with an expertise to set up the personalized project.
- Responsible to evaluates the support as required
- Responsible to follows up the actions/activities set up in the personalized project.
- Other tasks as assigned by line manager

Job Requirements:

- Association in education, social science, psychology, child care or relevant field
- 2 years of experience with children in difficulty or any relevant experience
- Good communication skill
- Able to communicate in English , French is preferable
- Computer skills (MS Word, Excel, Power Point and Email)
- Good analytical and problem solving skills
- 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.