

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.

Graphic Designer *based in Phnom Penh*

Main Responsibilities:

- Design all communication materials requested by heads of departments and headquarters in France, with attention to quality and in a timely manner i.e. brochures, leaflets, posters, roll-up, annual activity report, trade show materials, email marketing assets and, ideally, videos
- Meets quality standards for all assigned deliverables and makes recommendations to Management for improvements in creative design concepts, tools, processes and/or assigned tasks, in line with PSE graphic charter and branding policies
- Coordinates, schedules, facilitates and monitors printing and production of the communication materials; ensure that all documents meet the standards required by the NGO
- Manage communication service's stock of materials & tools
- Support other team members in event and/or campaign management
- Knowledge related to printing production

Job Requirements:

- Degree in in Graphic Design or related program
- Expert in Adobe Creative Suite applications
- Knowledge of video editing is a strong asset
- At least three years' experience on the job Graphic Design or Production Artist experience
- Experience of working in a multi-cultural environment
- Ability to take a job from conception to completion, high level accuracy in regards to following briefs
- A trained design eye with a strong attention to detail
- Good English and Computer skills

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.