

## 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.

### **Housekeeping & Laundry Instructor (1 position) based in Phnom Penh**

#### **Main Responsibilities:**

1. Ensure to provide technical skill including theory and practice
  - Train the house-keeping skills to students for 30 hours per week.
  - Create and update all lessons of house-keeping skills and adapt them to the market needs.
  - Create and follow weekly plan.
  - Take time searching new lessons on internet and other resources.
  - Organize practice place for trainees to prepare them to a real workplace environment.
  - Be responsible for trainees' discipline and analyze if they need a disciplinary action.
2. Administrative task
  - Participate in preparation of yearly budget plan.
  - Prepare the purchasing request.
  - Be able to understand the budget.
  - Prepare the attendance list on daily base.(morning and afternoon)
  - Prepare all the information's for the monthly report and send to the line manager.
3. Communication
  - Participate in problem solving meetings with FLIP team and other departments.
  - Have weekly meeting with Instructor Senior Team Leader in order to find out weaknesses to develop and to solve problems.
  - Communicate with employment unit the final result and more information of trainees.
  - Work closely with the counselor officer.
4. Responsible to do probation and midterm and final evaluation
  - Prepare probation period for new candidates.
  - Prepare midterm and final evaluations.
5. Responsible to control tools, equipment
  - Be responsible of the list of tools, raw materials and equipment stock.

#### **Job Requirements:**

- Responsible of the achievement of the training tasks. The tasks have a direct impact on several jobs and linked with quality of the service provided to the beneficiaries within the team and some impacts on organization performances. Required to develop and implement simple planning tools to do his/her job.
- Share of information and two ways communications, ability to adapt different communication styles and required more negotiations within the team and with other teams to get her/his job done.
- Must have pedagogic training.
- Minimum 3 year's experiences in house-keeping training
- Good knowledge of MS Office, e-mail and internet.



- Ability to communicate in English.
- Good interpersonal communication skill
- Be committed in PSE's vision and core values
- Be gentle, humble, patience, accountable and role model to the trainees
- Be able to work under pressure
- Will have flexible ideas to develop the training.
- Be independent but warm to trainees.
- Like working in team.

Please send your application (CV and Cover Letter) by email: [recruitment@pse.ngo](mailto: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.