

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.

Sales and Marketing Instructor (1 position) based in Phnom Penh

Main Responsibilities:

- Respect the standardization, competencies and program of the lecture
- Actually participate to the entire life and school team
- teach consistently high quality lessons in line with the designated school curriculum;
- use a variety of pedagogical techniques of student centered approach;
- use a variety of assessment methods and giving feedback to students– assignments, quizzes, tests, etc., to evaluate and monitor student progress;
- correct the exam
- being the invigilator for state exam
- plan and deliver schemes of work and lessons that meet the requirements record/report for teaching/class administration;
- monitor and support the overall progress and development of students as a teacher and tutor;
- facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential;
- be a role model for students, inspiring them to be actively interested in the major field by ensuring a high quality learning environment;
- maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, professional behaviour and responsibility;
- set cover work during any leave of absence;
- promote aspects of personal development related the major subject;
- provide basic counselling to slow learners or learners with discipline problems by encouraging an active self-learning both in school and community.

Job Requirements:

- Master Degree in Business Administration, Sales & Marketing or related field.
- At least 3-year experience in administration field.
- Previous experience in education/teaching is a plus.
- Previous social experience is a plus.
- Computer and business science
- Develop different categories of marketing and marketing plans
Drive all agencies and partners to develop campaigns
- Deliver all marketing activities within agreed budget
- Be services-minded
- Possess interpersonal communication
- Manage sales process and develop business



- Possess ability to negotiate
- 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.