

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.

Social Officers (2 positions) *based in Phnom Penh*

Main responsibilities:

- Follow-up situation of the families, and to offer supports for the families as per procedures and policies
- Responsible for managing tasks such as beneficiaries recruitment, follow-up families' requests,
- Follow-up student absence, join as disciplinary committee, rice distribution,
- Conduct the recruitment assessment of children and families according to PSE criteria in their intervention zones.
- Handle and review families' requests and propose with solution to line manager
- Responsible for proposing and managing all events / projects in the communities
- Manage accurately rice distribution every week to the beneficiaries. And produce accurately report of the rice distribution to the line manager as regularly basic.
- Actively participation to prepare individual performance objectives and ensure that all objectives are well managed and implemented.
- Actively participation to identify training needs and propose for personal improvement.

Job Requirements:

- Bachelor Degree in social work, sociology, psychology or relevant field
- At least two years' experiences in social works related to children and poverty program, rural development, psychology or any similar experience. However the fresh graduated students are encouraged to apply
- Good communication skill
- Analytical, counselling and problem solving skills
- Good English skills
- Good MS Office skills (MS Word, Excel, Power Point, Internet & Email)

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.