

Purchasing Officer (Urgent): (1 position) base in Phnom Penh

Presentation of PSE

Pour un Sourire d'Enfant (PSE) – For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children suffering acute hardship by reintegrating them into society and leading them to decent, skilled and well remunerated jobs. Recognized by the local authorities, PSE is working with full respect of the country, with the Cambodians, and thus supports sustainable development. PSE is operating six main programs: nutrition, healthcare, protection and accommodation, general education, vocational training and family support. PSE is taking care of more than 6,500 children and more than 4,600 graduates from PSE Vocational Training program already have successfully integrated the job market with a real qualified position. PSE employs more than 600 people in Cambodia (Phnom Penh mainly) and 4 staff at the headquarter in France. 300 volunteers in different countries are actively working on making the organization known, on fundraising donations and sponsorships. In 2000, PSE was awarded the French Human Rights Prize by the French Republic.

Main Responsibilities:

Ensure that PSE organization has the most suitable working environment for its employees and activities. Provide all PSE staff with timely and effective Technical Supporting Services in the areas of purchasing and stock management. Focus on using best business practice to improve efficiency, by reducing operating costs while increasing productivity.

Job Requirements

- Bachelor degree in Accounting, Business Administration, or related field.
- At least two years of professional experience in Procurement/Purchasing.
- Strong procurement and negotiation skills.
- Possess strong organizational, recording and presentation skills.
- Good interpersonal communication skills

Interested candidates please send your application (CV and Cover Letter) or application in hard copies to the below address before **15th July 2020**.

Email: recruitment@pse.ngo

Office Number: Contact Number: +855 (0)77 777 173 (extension: 111)

Contact Person: Mr. THOY Sopheak , HR & Resourcing Officer

Personal Number: 070 827 806/ 078 777686, Telegram: 070 827 806

Address of Organization: No. 402, Trea village, Sangkat Steung Meanchey, Khan Meanchey, Phnom Penh.

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.

➤ **Note: Only shortlisted candidates will be contacted for interview!!!**