

School Manager (CR)(Urgent): (1 position) base in Phnom Penh (Local Only)**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:

- Providing leadership and management oversight to ensure quality of teaching and learning outcomes of students under assigned school.
- Provide directions and strategic supports to Pedagogy Coordinators to ensure the curriculum, pedagogic materials and tools have and adapt effectively
- Support CRPSE Pedagogy Coordinators in reviewing and assessing the current curriculum and recommend for updating to ensure that the course/program is meeting objectives of teaching and learning
- Lead in formulating or updating teaching calendar or Schedule and monitor to ensure the teaching schedule is running effectively
- Monitor, observe and do spot-check to ensure that all teachers are teaching with lesson plan/notes, appropriate pedagogic teaching materials, equipment and friendly teaching methodologies; recommend teachers for improvement.
- Analyse score or result of exam and score for each learning outcome, especially key subjects such as Math, Physic, Chemistry and Khmer and work with CRPSE Pedagogy Coordinators to find ways to improve each learning outcome.
- Demonstrate and model as positive leadership to staff to promote professional ethics and discipline.
- Support all staff to ensure good performance management including setting SMART objectives.
- Support Administrative Assistant to ensure well-functioning of administrative, financial management, procurement, stock control/inventories in compliance with PSE's policies and procedures.

Job Requirements:

- Minimum 5 years' experience in managing the team, managing the school is an advantage
- Management and Leadership
- Planning and budget management
- High level of English in writing and oral communication
- Good interpersonal communication skill

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!!!**