

## **Job Offer**

### **Consultant to the General Director**

#### **Présentation de 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 6,000 children and more than 4,000 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.

#### **Job Position : Consultant to the General Director in Cambodia**

Reporting to the General Director, in Phnom Pen, the position consists in :

- Taking the responsibility of strategic issues in delegation of the General Director
- Supporting the new Deputy Director in charge of support services when appointed in his integration and key projects
- Consolidating existing management tools and ensuring local employees ownership

#### **Missions :**

- Work as analyst. Project manager on strategic issues in delegation of the General Director:
  - Strategic studies and analysis
  - Teams organization, implementation of operational management tools
  - Change management
  - Formalization of internal documents

- Assist the General Director in managing central services before the arrival of a new Deputy Director.
- When the Deputy Director is hired, facilitate the integration of the Deputy Director when appointed and assist him/her in his/her efficiency projects:
  - Simplification and digitization of processes, improvement of expenditure tracking, development of team's skills
  - Improvement of current management tools
  - Search for an increase of efficiency in all departments (cost optimization, team sizing)
  - ...
- Consolidate existing management tools and ensure ownership by local teams:
  - Annual planning procedure (team and individual objectives, workforce planning, budget)
  - Dashboards, annual activity reports
  - Project Management Procedure
  - ...

**Profile:**

- Business school or equivalent
- Fluent in English
- Good communication capabilities in multicultural environment.
- Organized and adaptable
- Experience in project management

**Practical information:**

**Type of Contract:** Limited duration with a minimum period of one year, 2 to 3 years being preferable.

**Compensation:** monthly gross salary of \$800 minimum, on a 13 months basis.

VSI contract for European Union Nationals, providing comprehensive coverage for healthcare, assistance/repatriation insurance, pension contribution, plane ticket one way and return, plus round plane ticket once a year to home country

**Localization:** Phnom Penh, Cambodia

**Starting date:** immediate

**Details and contact:**

[www.pse.org](http://www.pse.org) for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to [rh-france@pse.org](mailto:rh-france@pse.org)