

Job Offer

Deputy General Director, Central management of Support Services

PSE presentation :

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 : Deputy General Director, Central management of support services

The Deputy General Director has a strategic role in assisting the General Director of PSE to achieve change management objectives, to prepare and implement budget, to coordinate support services goals achievements

He/She is responsible for managing efficiently and professionally support services. He/she will drive the change management challenge aiming at improving organizational governance and raising the quality of policies and processes to international standards level.

The position is reporting to the Cambodian General Director in Phnom Penh with a strong level of collaboration and communication with other Directors in PSE

Missions :

- **Oversee the management of service support Departments**
 - Ensure the efficiency and professionalism of all support services departments
 - Coordinate preparation and achievement of the global budget of PSE Cambodia in relation with PSE Bureau in France
 - Ensure support services are delivering on time and with cost effectiveness and are fully responsive to Programs needs
 - Take initiatives to reduce waste of resources, avoid fraud and misuse of PSE funds and assets

- Supervise and secure a high level of efficiency of Information Systems solutions for all Departments
 - Develop and maintain a strong professional image of PSE Cambodia
- Support PSE change management and quality insurance process
 - Improve cross department communication, put in place structures and procedures to foster stronger team building based on result based approaches
 - Lead the process of creating a PSE annual improvement Plan
 - Encourage a culture of innovation and transformation (skills, knowledge, governance best practices)
 - Lead the definition and ensure the implementation of Quality management and Security management

Profile:

- Master Degree in Engineering, Business & Management or equivalent
- Minimum 10 years of experience in leadership and people management in corporate or public organizations or NGO
- Proven record of successful strategic planning, program management, team building, cost effectiveness programs
- Experience in risk analysis, process implementation and quality insurance
- Proven fluency in English. French highly desirable and Khmer would be a plus
- Ability to use digital as an efficiency lever in management and learning
- Passionate, energetic, enthusiast in any situation, showing leadership and authority
- Strong interpersonal, communication and negotiating skills in a multicultural context
- Ability to handle a complex workload is critical

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 \$3000 minimum, on a 13 months basis.

Possibility of **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 for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to rh-france@pse.org