

## Learning and Development Officer

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 escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps more than 6,500 children and more than 6,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 6 staff at the headquarters in France. 400 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

**Lieu du poste:** Phnom Penh, Kambodscha

**Date de début:** 05/2022

### Description du poste à pourvoir:

S/he will be responsible to facilitate all internal training topics related to soft skills, management and leadership competencies, and team building.

### Missions:

- Work closely with the department heads in leading the process of consolidating the training needs assessment (TNA) for internal training topics
- Conduct the internal trainings to PSE staff according to the approved training plan
- Ensure the internal training methodologies are effective
- Develop specific plans and programs for unique managerial needs (e.g. first-time managers, managers promoted to next level)
- Support the ongoing understanding of learning and development policy principles and application
- Performance Agreement (PA) management - prepare and plan for annual cycle
- Design, initiate and facilitate new hire orientation program
- Develop, update and maintain a yearly training calendar that addresses all the pertinent development needs for the purpose of staff growth.
- Participate in the delivery of performance management related training
- Develop friendly tracking tool for Performance Improvement Plan management Talent Management
- Monitor and evaluate the application of skills in the workplace
- Perform any other reasonable duties as required by line manager.

### Profil:

- Bachelor degree in Management, Organizational Development or relevant field.
- Minimum of 3 years experience in facilitating internal staff training
- Experience in developing training content/curriculum and methodologies for internal staff training (soft skills, and other team building topics)
- Experience in innovating the new methodologies for staff training and development activities.
- Good communication, facilitation and training of trainer skills.

**Statut:** Contrat local

**Détails et contacts:**

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

Applications with cover letter and resume should be sent to [recruitment@pse.ngo](mailto:recruitment@pse.ngo)

Recruitment team contact: 093 617 55