

## Sales and Marketing Instructor

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:** 11/2022

**Description du poste à pourvoir:**

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and full-fill their academic potential.

**Missions:****1/ Teaching and program development**

- support Senior Instructor in designing course standardization of the module and practice course
- teach consistently high quality lessons in line with the designated school curriculum with minimum 20 hours per week (facilitation of students' autonomous learning is included)
- respect the course standardization, competencies and program of the lecture and organization of the course standardization using internal drive storage, Google classroom, or other learning systems guided by the school
- use a variety of pedagogical techniques of student centred approach (in-class theory and practices, company visits, field projects, guest conferences, etc.)
- conduct students' evaluation using a variety of assessment methods and giving feedback to students– assignments, quizzes, tests, projects, etc., to evaluate and monitor student progress
- prepare exam questions for both school exam level and state exam level and correct the exam
- plan and deliver schemes of work and lessons that meet the school's requirements
- provide monthly teaching report (class result, participation/attendance of students, activities provided to the class, challenges and improvements) to academic responsible
- be the invigilator for the exam
- Support hourly-paid teacher in term of course development

**2/ Tutoring a class**

- monitor and support the overall progress and development of students' learning and other personal consultation (personal issues) according to the needs of students as a tutor/teacher in charge (1 hour per week)
- be the tutor for internship/apprenticeship follow-up

**3/ Professional development**

- behave in accordance with the school procedures, regulations in order to promote good practice with regard to punctuality, professional behaviour and responsibility as a model for the team and students
- learn from the surrounding environments (market, partners, schools, other professional networks) in order build up knowledges and skills related to the major subjects
- participate in other individual or collective tasks as assigned by manager

**Profil:**

- Completed Bachelor Degree in business administration, Sales, Marketing or related field.
- At least 2-year working experiences in sales/marketing field
- Previous experiences in education/teaching is a plus
- Fluency in English (both writing and speaking)
- Good customer services
- Good interpersonal communication
- Deliver the whole the sales process (from prospecting to closing sales, and deliver sales target)
- Have knowledge marketing and market
- Contributes information, ideas, and research to help develop marketing strategies and Sale Technique
- Commitment to PSE's vision, core values and code of conduct
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with change process
- Ensuring timely, high quality results. Being a role model for continuous learning and improvement

**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: 093 617 555