**JOB OPPORTUNITY**

Phare Ponleu Selpak (PPSA) or “The Brightness of the Arts” is a non-profit Cambodian Association improving the lives of children, young adults, and their families with art schools, educational programs, and social support since 1994.

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **Soft Skills Coordinator and Trainer** for Art Training Programsto be based in Battambang province.

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| **Job Title:** Soft Skills Coordinator and Trainer  **Employment type:** Full-time, 40 hours/week; 1-year contract  **Location & Mobility**: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap. |

# **Position Description:**

Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve their goals with complementing hard skills.

The Soft Skill Coordinator and Trainer will assume responsibility in coordination of Soft Skills Training offered at Phare Ponleu Selpak Association. He/she will coordinate the process of soft skills integration in vocational training program, review and develop soft skills curriculum, and follow the prescribed curriculum, to develop the soft skills of students in vocational arts training programs.

**Duties and Responsibilities**

* Conducts soft-skill curriculum review and development;
* Develops course syllabus and course materials for soft skills;
* Design and develop training programs (outsourced and/or in-house)
* Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
* Facilitates day-to-day classes to equip students from vocational art training programs with the necessary knowledge and soft-skills;
* Coordinates soft skills courses vocational training program;
* Plans, organize and administer the prescribed curriculum for students of the arts training programs with the support of the Program and Education Manager, and Heads of Departments.
* Facilitates and/or coordinate soft skills workshop/activities/events for students from the vocational arts training programs;
* Demonstrates an understanding of employability skills, teaching materials and procedures with a clear understanding of the various learning styles.
* Facilitates career counseling, evaluation, skills training, job readiness training and other activities related to employment transition for students;
* Assists Program and Education Department Manager to conduct curriculum evaluation and research for vocational training program and education program;
* Partner with internal stakeholders and liaise with experts regarding instructional design
* Maintain updated curriculum database and training records
* Performs other required tasked assigned by manager.

**Requirement:**

* Degree in Education or Arts;
* Strong English language skills;
* Experience in Training in Soft Skill areas;
* Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role;
* Extensive knowledge of instructional design theory and implementation;
* Adequate knowledge of learning management systems and web delivery tools.
* Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
* Experience with e-learning platforms;
* MS Office proficiency;
* Advanced organizational skills with the ability to handle multiple assignments;
* Strong communication skills.

Please submit your application with detailed CV and recent photo to PPSA through contact below **by 6:00PM of November 27, 2020**

Attention: HRM

Anhchanh village, Ochar commune, Battambang city, Battambang province, Cambodia.

Or

[sareth.k@phareps.org](mailto:sareth.k@phareps.org)

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPSA child projection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.