

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. Find out more details about Phare Ponleu Selpak at our website: www.phareps.org

We are now seeking a qualified Cambodian candidate to fill in the position of **Graphic Design Lead Teacher** to be based in Battambang province.

Job Summary

The Graphic Design Lead Teacher works under the direct supervision of the Principal of the Visual and Applied Art School (VAAS). He/she is responsible for maintaining a relevant graphic design curriculum, ensuring the quality of teaching, and achieving learning outcomes. He/she may also be required to carry out any other tasks assigned by the Principal.

Duties and Responsibilities:

The Graphic Design Lead Teacher is responsible for the following:

Reporting:

- Reporting to Deputy Director in charge of Pedagogy and Academics, and Director of VAAS
- Writing quarterly and annual reports on activities of the Animation department, and submit to the Deputy Director in charge of Pedagogy and Academics and Director of VAAS.

Coordination:

- Prepare graphic design curriculum and teach classes.
- Coordinate graphic design teachers on teaching activities, methodology and programs.
- Prepare schedule for monitoring and evaluation which supported by Deputy Director in charge of Pedagogy and Academics and Director of VAAS.
- Work closely with IT team to deal with problems occurred during teaching, and update new software and programs.
- Communicate with all students, staff and management team of VAAS and PPSA.
- Obtain feedback from enterprises and give suggestion to the team and make improvements to the curriculum.

Capacity Building:

- Share useful and important knowledge to all graphic design staff as required
- Facilitate workshop and training related to graphic design

Meetings:

- Attend general staff meeting
- Attend meetings with all Head of Departments

Qualifications Required:

- Certificate in Graphic Design, or related field
- Strong knowledge in Graphic Design
- At least 2 years of experience as a lead teacher in the area of Graphic Design, or relevant position
- Creative
- Artistic
- Ability to use Graphic Design software and MS Office
- Good knowledge of English both speaking and writing
- Good organizational skills
- Strong communications skills
- Problem solving skills.
- Time-management skills
- Ability to determine priorities, be self-directed and work with minimal supervision.
- The ability to keep objectives and goals firmly in sight
- Adherence to the values and missions of Phare Ponleu Selpak.

Application Information

Interested candidates are invited to submit a CV and cover letter outlining their relevant experience and qualifications to Phare Ponleu Selpak by **6:00 PM of April 17, 2026**.

Attention: HRM

Anhchanh Village, Ochar Commune, Battambang City, Battambang Province, Cambodia
Or via email: sareth.k@phareps.org / panchanak.p@phareps.org

Only short-listed candidates will be contacted for an interview.

The successful candidate must comply with PPSA’s Safeguarding Policy and uphold the values and mission of Phare Ponleu Selpak.

Noted: Phare Ponleu Selpak upholds a zero-tolerance policy against sexual exploitation, abuse, and harassment. All staff are required to adhere to our Code of Conduct and PSEA policy.