

JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. We are now seeking a qualified Cambodian candidates to fill in the Full-time position of **Student Support Supervisor** to be based in Battambang province.

Job Title: Student Support Supervisor

Employment type: Full-time, 40 hours/week; 1-year contract

Report to: Student Social Support & Development Manager

Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

Position Summary:

Under the direct supervision of the Student Social Support & Development Manager, the Student Support Supervisor is responsible for assisting the Manager to ensure the functioning of the department. He/she supervises and works closely with the Student Support Officers in implementation of the Student Social Support and Development program of the organization. The Supervisor works as part of the Student Support team collaborating with other team members to provide both reactive and proactive support to students. The Supervisor will also offer support and guidance to students for general matters and will offer particular support for students experiencing financial problems, and students with poor educational engagement.

Main roles and responsibilities:

The main roles and responsibilities of the position include, but not limited to the followings:

- Work closely with the Student Support Officers, responding promptly and professionally to enquiries from students and staff.
- Provide on-going support to students arranging regular check-in meetings to offer support and encouragement.
- Meet with students with poor attendance to identify any barriers to engagement and advise and assist them in accessing relevant support.
- Provide advice and guidance to students on financial matters such as budgeting and good money management.
- Ensure students receive holistic support, working closely with other members of the student support team to ensure a student's needs are met.
- Maintain a thorough and up-to-date knowledge and understanding of relevant Organization policies relating to student support.
- Prepare support plans and follow-up with school and students as required to enable students' continued study at the school.
- To provide "back-up" support for other members of the team, ensuring familiarity with other areas of service provision such as mental health support in order to provide students with a basic level of guidance.
- Maintain accurate records of all student interactions in accordance with internal guidance.
- Assist the Manager in monitoring the implementation of the Student Social Support and Development programs and activities including child protection, child sponsorship, and student scholarship of Phare Ponleu Selpak.
- Provide training and coaching on social works and student development to Student Support Officers.
- Assist the Manager in ensuring that each child and young adults receive support, care and quality education in a nurturing and positive environment.
- Work with the Student Support Officers to develop annual work plan and budget for the department.

- Monitor and support the cooks to ensure proper nutrition and hygienic practices.
- Develop networking with relevant stakeholders including NGOs, local authorities, school officials, government entities, and community members.
- Provide school information to new students (related to Visual & Applied Arts School, Performing Arts School, and Kindergarten).
- Assist the Manager in handling problems or complaints efficiently and effectively with support from the Student Support team.
- Translate documents from Khmer to English and vice versa.
- Work closely with the Student Support team to empower children and young people in order to reach their goals.
- Provide advice and/or supports to students who have educational issues, or are struggling with other issues such as: nutrition and health, conflicts with fellow students, family, housing, personal relationships, safety,
- Refer to appropriate parties for support services, and/or for issues to be properly addressed, and
- Any other tasks assigned by the Manager.

Requirement:

- University degree in relevant fields.
- Good oral and written communications skills in English and Khmer;
- Work experience in a reputable NGO in a similar or equivalent job for at least five years.
- Good working knowledge of relevant legislation.
- Management/Supervisory Experience.
- An understanding of engaging with vulnerable people.
- Understanding of departmental policy and regulations in relation to protection of vulnerable people.
- Commitment to own personal and professional development.
- Ability to monitor and evaluate service delivery.
- Skills in supporting and supervision of staff and/or students.
- Ability to work constructively with other professionals within the department and in other agencies.
- Adaptable, flexible, able to take initiative and prioritize among competing demands;
- A good team player with strong interpersonal skills, outgoing personality, and ability to work independently and effectively under pressure and on strict deadlines and in a multicultural setting;
- Good knowledge of computer applications;
- Adherence to the values and missions of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by 6:00PM of January 20, 2023

Attention: HRM

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

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

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