

## 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 candidate to fill in the Full-time position of **Administrative and Industrial Relation Officer** to be based in Battambang province.

**Job Title:** Administrative and Industrial Relation Officer

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

**Report to:** Visual and Applied Art School Director

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

### Position Description:

The Administrative and Industrial Relation Officer implements the communication and marketing strategy of the schools to increase their visibility and elevate their status. The role is expected to promote the schools and actively engage the Cambodian public, especially youth and students, in and about Cambodian performing and visual arts. This role will support the students in specific areas of communication and also support the schools' internal communication efforts to make for a more productive, collaborate and engaged workplace by providing accurate and timely information and facilitating dialogue.

This role will also be responsible for handling all administrative tasks relating to the artistic students and Artists. The role includes the coordination of artist contracts, building excellent relations with artists/agents, and maintaining school policies for Artistic students and artists, and providing general administrative support to ensure the smooth and effective running of the Art Schools at Phare Ponleu Selpak.

### Main Roles and Responsibilities include but are not limited to:

#### General responsibilities:

- Participate and contribute to the development of a communication strategy for the schools, Facebook and other social media pages/accounts (i.e. YouTube).
- Implement the communication strategy for the schools, which includes collecting stories, taking photos, making videos to post in Khmer and English.
- Check comments, messages on a daily basis and engage and answer professionally.

- Translate of documents from Khmer to English and vice versa.
- Draft different types of communication materials: letters, invitations, articles, interviews, etc.
- Support the organization as a whole in fulfilling all marketing and communication strategies, plans, activities as required.
- Actively monitor websites (Art School sections) and provide information for updating (e.g. monthly circus calendar, staff profiles).
- Support internal public communication of schools i.e. bulletin boards, reaching student groups and participate in managing quarterly internal magazine.
- Initiate and coordinate school marketing & promotion events for student recruitment.
- Manage communication efforts around school events and fundraising efforts.
- Support students with setting up their online portfolios, creating professional CVs
- Maintain updated lists (database) on industry partners
- Communicate with industry partners through various channels.
- Maintain good relationship with the existing partner and
- Know PPSA products and services inside and out.
- Liaise with industry partners for various school needs and events (student internships, jury sessions, graduation etc.).

**Administrative responsibilities:**

- Answer questions and queries
- Communicate with teachers, and Art students as required.
- Prepare request for office supplies/stationary and other materials/equipment for Art schools
- Check daily school staff attendance
- Prepare monthly school staff attendance report and submit it to HR
- Keep records of school staff training and development attended
- Report on school staff training and development attended
- Check Art school inventories
- Check Art school stationary
- Keep records of students' absences,
- To add up the total number of students' absences, tardiness, and leaves
- Handle Petty cash for Art Schools
- Manage Art schools Facebook pages
- Do artist share for performing in the big-top
- Translate documents from Khmer to English and vice versa
- Translate workshops (if any) from Khmer to English and vice versa
- Prepare logistics for Art schools' events
- Create and update student lists
- Prepare documents for student going abroad
- Lead students to go for interview for visa application to perform or join workshop abroad, and
- Performs any other tasked assigned by the HR and Administration Manager.

**REQUIREMENTS/QUALIFICATIONS:**

- Fluent in spoken and written Khmer and English
- Degree in Business Administration, Public Relation or related field
- Some experience in non-profit sector preferred
- Strong proficiency with Microsoft Office
- Good computer skills (formats, file management, transfers)
- Basic Photoshop skills (image correction, clipping)
- Basic video recording skills (with camera)
- Basic video editing skills (with Final Cut or Premiere)
- Knowledge of weblog creation and management (Blogspot, Wordpress or Tumblr)
- Good email writing skills (conciseness, hierarchy of information)
- Good telephone ability (clearness, efficiency)
- Good organization skills and ability to prioritize
- Strong interpersonal skills, including the ability to project a warm, welcoming and positive attitude
- Sensibility to art and design
- Good attention to details
- Resourcefulness and energy
- Flexibility to adapt to emerging needs and changing priorities
- Good morality, friendly and Team work
- Adherence to vision, mission, and values of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contact below **by 6:00PM of April 19, 2024**

Attention: HR Coordinator

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

Or [vuthyra.t@phareps.org](mailto:vuthyra.t@phareps.org)

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its

Safeguarding and  
Child Protection Policy