

## 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 **4S Assistant Manager** to be based in Battambang province.

**Title:** 4S Assistant Manager

**Department:** Social Support and Student Services (4S)

**Employment type:** Full-time, 40 hours/week

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

### Job Summary

The Social Support and Student Services (4S) Assistant Manager, under direct supervision of the 4S Manager, is responsible for helping to ensure the functioning of the 4S department through undertaking the following activities including: planning, budgeting, scheduling, implementing, monitoring, and coordinating activities, and supervising members of staff of the department. The Assistant Manager focuses on social work management, assisting the 4S Manager in monitoring and ensuring the efficiency of the department's strategic initiatives, resource management, and collaborations.

Other responsibilities include directing the 4S teams in strategic implementation, service delivery, identification of capability gaps and collaborations with professional partners, as well as handling staff supervision and performance evaluation. The post-holder should be proactive, responsible and trustworthy, collaborates with agencies and ministries.

### Main Roles and Responsibilities:

Main Roles and Responsibilities of the 4S Assistant Manager include, but are not limited to the followings:

- Building networks and partnerships with government agencies and NGOs to enhance collaborations enabling to better provide services to the beneficiaries.
- Monitoring and reviewing the quality of service provided by the 4S Department.
- Helping the Manager in supervisions of members of the 4S team in the implementation of the organization's department programs.
- Working collaboratively with other team members in order to provide better services to support to students.
- Providing students with supports and guidance on general matters, and particular support for students experiencing financial problems, and students with poor educational engagement.
- Conducting audits on service quality to ensure compliance with relevant policies.
- Developing work plans aligned with organization goals for the department.
- Identifying capability gaps of the 4S team for learning & development purpose.
- Compiling and maintain relevant data/information/documents collected.
- Guiding the 4S team in conducting family assessments, and provide them with supports as needed.

- Training and coaching social the 4S team members as needed
- Reporting on work progressed, and problem encountered to the HoD.
- Assist the Manager in ensuring that team members adhere the vision, mission, and values of PPSA.
- Preparing Weekly, Monthly, Quarterly, and Annual reports, and submit them to the Head of department.
- Write case study of students, and share it with the communications team for the PPSA newsletter every 3 months. Responding to requests for information from relevant departments.
- Making referrals.
- Maintaining and updating information such as addresses, telephone numbers, vocation schedules, attendance list, and client files. Working with the 4S team to develop the annual work plan and budget for the 4S Department.
- Overseeing monthly expenditures within the 4S Department.
- Checking and approving all requests and expenditures within the 4S Department
- Ensuring relevant staff members of the 4S have monthly work plan.
- Monitoring and giving feedbacks to the 4S al Support team members as needed.
- Conduct annual staff evaluations, and submit them to the HR department.
- Help keep tract on staff attendance, and report it to HR department at the end of each month.
- Attend NGO and government partners meetings as needed.
- Monitor the use of resources to meet the needs of the delivery of services, and
- Any other tasks assigned by the Head of Department (HoD).

**REQUIREMENTS/QUALIFICATIONS:**

- University degree in relevant field.
- At least five years of experience in social works
- Experience in working with the government agencies
- Experience in counselling
- At least 3 years of experience in Project Management
- Experience in Project planning and budgeting
- At least 3 years of experience in Staff management, or Staff supervision.
- Good problem-solving skills
- Good Time management and Prioritization skills
- Good oral and written communications skills both in English and Khmer.
- Awareness of and experience working in current relevant legislation
- Ability to manage competing demands of caseload
- Take initiative for continuous improvement & development of self and department.
- Good Critical thinking and Analytical skills
- Understanding of Principles of confidentiality
- To be committed to anti-discriminatory practice
- Experience of using Microsoft Office packages
- Must comply with PPSA Safeguarding policy of Phare Ponleu Selpak.
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Please submit your application with detailed CV and recent photo to PPSA through contact below  
**by 6:00PM of March 14, 2025**

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.