

JOB ANNOUNCEMENT

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 **Senior Social Worker** to be based in Battambang province.

Job Title: Senior Social Worker

Report to: Student Social Support & Development Manager

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 Senior Social Worker is responsible for assisting the Student Social Support & Development Manager to ensure the functioning of the department. He/she works closely with Social Workers and Student Service Officer in implementation of the social support and student service programs of the organization. His/her main duty is to provide PPS's students with social support services and development. The Senior Social Worker as part of the Student Social Support & Development team, plans, implements, coordinates and evaluates the effectiveness and quality of services provided to the students.

Main roles and responsibilities:

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

Social Supports:

- Coordinate and assist the Manager in monitoring the implementation of social support programs and activities including child protection, child sponsorship, student scholarship of Phare Ponleu Selpak.
- Provide training and coaching to social support staff related to social works and student development.
- Assist the Manager in ensuring that each child and young adults receive support, care and quality education in a nurturing and positive environment.
- Provide the Manager with administrative support to ensure effective operation of the department.
- Work with the Social Support Staff to develop annual work plan and budget for the Department.
- Assist the Manager to oversee the monthly financial expenditures within the Department.
- Check all requests and expenditures before submission to the Student Social Support & Development Manager for approval.
- 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, community members.

- Assist the Manager in reviewing quarterly financial expenditures.
- Student Services:
 - Provide school information to new students (related to Visual & Applied Arts School, Performing Arts School, and Community kindergarten).
 - Greets new students on their first day as part of their school induction program.
 - Provide needed supports to students in PPSA.
 - Make oneself available throughout the day for questions from students regarding their accommodation for Visual & Applied Arts School students.
 - Assist the Manager in handling problems or complaints efficiently and effectively with support from the Social Work team.
 - Provide responses to students in a timely manner.
 - Ensure student feedback is obtained in order to maintain the highest levels of student satisfaction.
 - Help students who struggle with their education issues.
 - Translate documents from Khmer to English and vice versa.
 - Work closely with Social Work team to empower children and young people in order to reach their goals.
 - Coordinate Student Services to ensure a smooth and friendly learning journey from enrollment, transition to graduation of the students.

Provide Basic Counseling to Students

- Provide advice to students when students have study issues or are struggling with other issues such as:
 - Nutrition and health
 - Possible conflicts with staff or 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 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

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.