

Job Offer

Senior Project & Grant Manager

PSE presentation:

Pour un Sourire d'Enfant (PSE) – For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995.

Its mission is to help children suffering acute hardship by reintegrating them into society and leading them to decent, skilled and well remunerated jobs.

Recognized by the local authorities, PSE is working with full respect of the country, with the Cambodians, and thus supports sustainable development.

PSE is operating six main programs : nutrition, healthcare, protection and accommodation, general education, vocational training and family support.

PSE is taking care of more than 6,500 children and 4,500 graduates from PSE Vocational Training program already have successfully integrated the job market with a real qualified position.

PSE employs more than 600 people in Cambodia (Phnom Penh mainly) and 5 staff at the headquarter in France. 300 volunteers in different countries are actively working on making the organization known, on fundraising donations and sponsorships.

In 2000, PSE was awarded the French Human Rights Prize by the French Republic.

Job position: Senior Project & Grant Manager

Ensure that PSE project are properly defined and followed and that reporting is in line with donors expectation. Act as a local relay for the HQ fundraising France and manage local fund raising (project and programs). The incumbent should have knowledge of project management in a NGOs environment and donors relationship and reporting. Able to manage fund raising in a medium term. Knowledge with fund raising local institution. The job holder will report to the Deputy General Manager of PSE in Cambodia.

Missions:

- **Project definition**
 - Gather the needs and help to formalize project definition and organization with local stakeholders
 - Support programs owners to define projects phasing, budget and KPIs
 - Submit proposal to approval and obtain necessary validation

- **Project Follow-up**
 - Organize project follow-up with the relevant programs departments.
 - Act as project Manager and coordinate between programs department & support department
 - Anticipate difficulties and risks
 - Support programs responsible in the intermediary reporting steps
 - Ensure financing follow up and reporting to donors

- **Project reporting**
 - Ensure project reporting for complex project
 - Support the programs owner for reporting in other case
 - Act as an interface with the fundraising manager in France HQ

- **Fundraising**
 - Establish links with fundraising local institution and managed application files for projects and programs

Profile:

- Degree in Business Administration or social project management or equivalent
- At least 5 years' experience with donors and local funding institution
- Project Management experience in NGOs environment
- Methodical and strategic thinking.
- Good communication skills, strong writing skills
- Project management skills, excellent organizational skills.
- Budgeting experience
- Interest for education and social causes
- English (mandatory, speaking, writing), Khmer (is a plus), French.

Practical information :

Type of Contract: local of VSI contract, 2 to 3 years minimum commitment.

Compensation: monthly gross salary of \$800 minimum, on a 13 months basis.

Possibility of **VSI contract** for European Union Nationals providing comprehensive coverage for healthcare, assistance/repatriation insurance, pension contribution, plane ticket one way and return, plus round plane ticket once a year to home country

Localization : Phnom Penh, Cambodia

Starting date : immediate

Details and contact :

www.pse.org for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to rh-france@pse.org