JOB POSTING:

Training Manager

FOR PASSERELLES NUMERIQUES IN CAMBODIA

Organisation	Passerelles Numeriques Cambodia
Reporting to	Country Director
Status	Local contract
Start date / duration	ASAP.
Location	Phnom Penh, Cambodia

1. BACKGROUND

Passerelles numériques (PN), a non-profit organisation, is dedicated to enabling highly disadvantaged youths, through their abilities and their commitment, to access education and technical and vocational training, in the sector of Information Technology. We work to build strong employability which will allow them and their families to sustainably escape poverty, and contribute to the social and economic development of their countries.

Established in Cambodia, the Philippines, Vietnam and Madagascar, Passerelles numériques currently trains around 2900 students and employs around 100 people based in these three countries including a small team in France.

Passerelles numériques relies on the financial and skills sponsorship of several corporate partners such as Accenture, Econocom, Microsoft and Société Générale and also receives support from individual donors.

Passerelles Numeriques Cambodia started its mission in 2005, with a training center based in Phnom Penh. PN Cambodia offers a two-year associate degree program in IT for young people in precarious situations. Today, PN Cambodia (PNC) trains 151 students and 1,768 successfully completed their studies since 2005.

Website: https://www.passerellesnumeriques.org/en
https://www.passerellesnumeriques.org/en/our-actions/cambodia/

2. CONTEXT AND MISSION

Passerelles Numeriques Cambodia (PNC) is looking for a **Training Manager** for its operations. S/he ensures the delivery of PNC's two-year IT Associate Degree Program (English, Professional Life, Web Programming, System and Network Administration) in a way to satisfy our targets (companies or organisations).

S/he will provide professional leadership and IT support to the training team, ensuring its success and continuous improvement. This role is essential for delivering high-quality education to all students and maintaining excellent standards of learning and achievement

S/he manages each coordinator and implements collaboration for cross-department projects to keep a close follow-up of each student following our holistic approach. Inside our curricula project, we are putting a strong focus on interactive learning, soft skills, project-based assessments, and a learning to learn module to fit our students' needs.

This position will require someone who is very dedicated to support the development of underprivileged youths. S/he reports to the Country Director of PNC and has a strong collaboration with other departments in PNC.

3. DUTIES AND RESPONSIBILITIES

1. Strategic direction and development of the training center

- Provide inspiring and purposeful leadership for the staff and students
- Monitor and evaluate the performance of the training center, respond and report to the country director as required.
- Ensure that training center policies and practices take account of national, local and training center *requirements as well as companies' requirements.*
- Be in charge of the relationship between PNC and the Ministry of Education, Youth and Sport and especially the Directorate General of Higher Education include Higher Education Department
- Establish an annual master schedule for instructional programs based on MoEYS requirements
- Ensure all documentation is ready as required by MoEYS. (Example, administrative books)
- Organize MoEYS inspections when required.

2. Leading and managing staff

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- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Perform yearly performance appraisal of all direct line staff

- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers/trainers.

- Identify and organize internal workshops to continuously keep them up-to-date on the latest educational trends, and promote best practices in education.

- Identify and organize external trainings if required.

3. Deployment of staff and resources

HR
- Work closely with CD and other departments in Teacher/trainer management, recruit, retain, deploy staff effectively in order to maintain and improve the quality of education provided.

Finance
- Plan the Training Team budgets each year

- Set appropriate priorities for expenditure and allocation of funds

- Control the department expenditure.

Resources
- Plan the operational management of Training & Education activities: timetable, classrooms, IT labs, class materials and supplies, etc.

4. Deployment of PN pedagogy/active learning model

- Maintain an environment that promotes and secures good teaching/training, effective learning, high standards of achievement and good behavior

- Support teachers/trainers and students to promote effective teaching practices, and ensure that the training center provides high-quality education, compliant with PN pedagogical guidelines and processes

- Collaborate with teachers/trainers to develop, update and improve the training center's curriculum and teaching/training material to ensure it meets the needs of students and aligns with PN standards

- Observe and evaluate classroom teaching/training to provide constructive feedback to teachers/trainers and help them improve their teaching practices

- Work with teachers/trainers to develop assessment tools and strategies to evaluate student learning and progress, identify areas for improvement, and develop strategies to help struggling students

- Frequently conduct peer-teaching/training or micro-teaching/training to improve teacher pedagogical skills.

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- Check and revise scores, records, and reports of the results of tests to evaluate students' growth and progress

- Ensure that students develop study skills in order to learn more effectively and with increasing independence.
    - Organize remedial classes when necessary
    - Organize support for teachers/trainers with difficult classes to teach/train

- Meet with students, particularly those who are struggling, to identify their individual learning needs and develop strategies to support their academic success

- Lead class counsels.

In collaboration with the Education department

- Determine and implement positive strategies and programs, which ensure good student behavior and discipline and give support and clear guidance

- Ensure follow-up of each student's education and progress (exams, internships, behavior)

- Determine and implement activities to develop student's personal skills such as clubs…

In collaboration with the External Relations department

- Coordinate internship program and tutors with the External Relations Manager.

4. Analyzing IT Sector Trends and Adapting Curriculum and Training Content

- Regularly analyze current IT market trends, emerging technologies, and industry demands to identify skills gaps and educational needs. Utilize this research to inform curriculum development and ensure training content remains relevant and up-to-date.
- Collaborate with the team to design, update, and enhance curriculum and training materials that reflect the latest developments in the IT sector.
- Implement assessment strategies to evaluate the effectiveness of the curriculum and training programs.
- Gather feedback from students and industry stakeholders to make informed adjustments that enhance learning outcomes and better prepare students for careers in the ever-evolving IT landscape.

5. External collaborations

- Develop relationships and partnerships with higher institutions and academic organizations (such as universities and NGOs) that can provide support, expertise, resources and funds for Passerelles Numériques training mission.

- Play an active role towards the other Passerelles Numériques teams in Vietnam, Philippines and Madagascar, leading or participating to cross-country projects

- Implement decisions and policies given by the Cambodia Country Director and the local authorities.

6. Training reports

- Produce semester training reports (twice a year) to submit to Higher Education Department and CDC

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- Produce training reports for donors as required by the PN Fundraising Team

- Produce training reports for SDF as required by the External Relations Office Team

- Produce training report for MoU with Ministry of Education, Youth and Sport as required by the Finance and Admin Team

- Produce training report for Board of Director as required by the Finance and Admin Team.

7. Other

- Continue to develop an organization in which all the staff recognize that they are important and accountable for the success of the training center

- Carry out any such duties as may be reasonably required by the directors

- Organize and take part in training center events, workshops, trainings, outings and activities which may take place at weekends or in the evening

- Liaise with colleagues and work flexibly

- Meet with other professionals if required.

8. SKILLS AND EXPERIENCE

- Bachelor's Degree or Master's Degree in Computer Science or Information Technology (IT), demonstrating a strong foundation in Web programming, network management, computer systems
- A minimum of 3 years of teaching/training experience or possession of a Higher Education Pedagogy Degree
- Ability to effectively analyze market demands in the IT sector, utilizing data-driven insights to identify trends, assess emerging technologies, and align strategies with company/industry needs
- At least 3 years of management experience.
- Adaptable and willing to be flexible.
- Working knowledge of English and Khmer.

9. STATUS AND CONDITIONS

- Contract: FDC (1-year) and Unfixed term contract
- Salary: Negotiated upon experience
- Annual Leave: 2 days per month
- Working day: Monday-Friday
- Seniority indemnity: Based on labor laws
- Public holiday: Based on Labor Laws
- Insurance: NSSF and private insurance
- Environment: Multicultural team setting (Khmer, French)

10. HOW TO APPLY

Please send your CV and cover letter in English jobs.cambodia@passerellesnumeriques.org by **April 30, 2025** Ref: Training Manager. Note: Please state your expected salary in the application email.