



## Position Description

Use your skills to make a difference to our world!

|   |  |                      |                                      |
|---|--|----------------------|--------------------------------------|
| <b>Position name:</b>                     | Learning Officer   | <b>Reporting to:</b> | Learning Director                    |
| <b>Position Type:</b>                     | Local Salary Employee  | <b>Location:</b>     | Bakong District, Siem Reap, Cambodia |
| <b>Hours</b>                              | 6 days per week (flexible hours applicable)  |                      |                                      |
| <b>Did you know...</b>                    | 1 in 5 children are <a href="#">dropping out of school</a> in Cambodia? With 31% of the <a href="#">population</a> under 15 years of age, the school drop-out epidemic prevents Cambodians especially in the rural area to break their cycle of poverty.   |                      |                                      |
| <b>We are PeopleStories...</b>            | <p><a href="#">PeopleStories</a> is a purpose driven charity and is committed to provide greater access to education for communities in need. Since 2017, our feet-on-the-ground presence in rural Siem Reap Cambodia has been making real, positive and enduring impact together with the local communities. Our <a href="#">SchoolForLife</a> program has since created amazing changes and we are now serving 10 local schools and supporting more than 3,000 students and teachers.</p> <p>100% of the donations go directly to enable our work in rural Cambodia and PeopleStories is proudly supported by <a href="#">a team of volunteers</a> around the world. All of us are committed to set positive changes in motion that will benefit the generations to come.</p>  |                      |                                      |
| <b>The help we need...</b>                | <p>Sustainable change making is never easy! With perseverance and integrity, we firmly believe even small but positive changes blossom and create ripple effects. This is the best time to join our team! We are looking for a passionate Learning and Development Manager in Bakong district, Siem Reap Cambodia.</p> <p><b>Purpose:</b> This strategic role is hands on and will be critical to the successful implementation of various PeopleStories learning programs. Our purpose is to provide children in rural Cambodia with greater access to quality education. One such program being the introduction of a new digital learning program that that will see education transformed from “Chalk &amp; Talk” to “Flick &amp; Click” in the rural villages.</p> <p><b>Responsibilities:</b> The Learning &amp; Development Manager will be responsible for:</p> <ul style="list-style-type: none"> <li>• Design and develop e-learning &amp; e-assessment contents using our designated software and/or materials.</li> <li>• Implement learning programs together with our global team as well as local partner schools.</li> <li>• Facilitate learning with students at secondary and high school age and coach them for great learning experiences.</li> <li>• Search, review and leverage any other open-source learning materials that are relevant to our learning programs.</li> <li>• Manage our LMS (learning management system), student records and produce regular reports.</li> <li>• Maintain all learning tools including hardware and software.</li> <li>• Coordinate any project-based events to boost the quality of learning. Outreach to the local communities to gain greater support for education.</li> </ul> |                      |                                      |
| <b>What skills will I need to donate?</b> | <p>To be successful in this role, you will need to be self-motivated and more importantly want to make a difference to the lives of children in Cambodia through education. Here are the critical skills required:</p> <ul style="list-style-type: none"> <li>• Eager to learn, flexible, creative, open-minded and a problem solver. Track record in self-development.</li> <li>• Sound knowledge in designing and developing e-learning contents using a variety of technologies.</li> <li>• Strong focus on “Learning” rather than “Teaching”. Ability to coach for greater learning outcomes.</li> <li>• 3 years’ experience in a Learning, Training or Education role within an agile work environment.</li> <li>• Ability to work with team members remotely as well as local partners across all levels. Working autonomously but also as part of a team.</li> <li>• Proficiency in English as well as Khmer with good written and verbal communication skills.</li> <li>• Dedicated to the not-for-profit sector, and/or education and/or supporting the rural community.</li> </ul>   |                      |                                      |
| <b>How to apply?</b>                      | <p>Working for a charity is a rewarding experience. If you have the passion and the desire to contribute towards creating greater access to quality education for rural communities then we would love to hear from you! Email: <a href="mailto:Team@PeopleStoriesCharity.org">Team@PeopleStoriesCharity.org</a></p>   |                      |                                      |