

Announcement Description

SpringBoard4Cambodia is found in 2007 and officially registered in Cambodia in 2008. We operate as a Social Enterprise, with surplus from commercial activities being used for education related CSR (corporate social responsibilities) project in Cambodia such as building school in remote communities, funding English speaking and debating society, funding women entrepreneurship events, funding the British Alumni Association of Cambodia, funding exchange students program with partner's university/college..etc.

SpringBoard4Cambodia's main commercial objectives are to promote international education in the UK, English language training through the British English Learning Centre, Campus UK, and Examination services for the Cambridge English Languages Assessment, University of Cambridge and IELTS test of the British Council. SpringBoard4Cambodia is a certified British Council trained agent, the Cambridge English Authorized Centre of the Cambridge English Language Assessment of the University of Cambridge in the UK, and the British Council IELTS test venue in Cambodia.

Announcement Position

Examination Officer (1 Position)

Location: Phnom Penh

Schedule: Full Time

Main Duties and Responsibilities

- Assist to manage academic administration process.
- Deal with academic and examination problems.
- Advise, suggest, and imply solutions to solve those academic conflicts.
- Ensure school curriculum progress.
- Design school extra-curriculum, and activities.
- Consult with teachers, learners, and parents.
- Support teaching materials and programmer.
- Schedule examination date, and dispatch date to students
- Reports and supports examination materials.
- Reports and documenting academic cases.
- Supervise examination progress and process exam result in accordance with operation standards.
- Deal with internal and external problems regarding to examination.
- Cooperate with other departments to run examination for other preparation centers.
- Other tasks are assigned by supervisor.

Requirements

- BSc in TESOL, Education, and English language etc.
- English proficiency must be at least in B1 level or Band Score 5.5 in IELTS test.
- At least one-year experience working in Education field, University, and used to be a teacher is prioritized.
- Good computer literacy in Ms. Office, Internet and email.
- Knowledge in International Curriculum.
- Able to work with multi-cultural employee.
- Strong planning, organizing, and coordinating skill.
- Value and commit to work in education field.
- Able to work under pressure.
- Be flexible, but self-discipline.
- Fast learner and dynamic asset is prioritized.
- Good interpersonal skill and problem solving.
- Positive attitude, honest, and friendly.

Benefits

- Free Cambridge English Course at Campus UK
- Free Lunch
- Insurance Package
- Annual Trip
- Promotion opportunity
- Friendly working environment
- Scholarship opportunity
- Be a Cambridge and IELTS| British Council Invigilators

How to apply

Interested Candidate please send your CV and Cover letter to **Mr. Lyheng Chann** by Email: lyheng.chan@springboard4cambodia.com or submit it directly to the company address SpringBoard4Cambodia House No. 6, Street 574, Boeung Kok II quarter, Toul Kork district, Phnom Penh, Cambodia.

Contact Person

Mr. Lyheng Chann

Human Resource Officer

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