

NOP Sothun, Mr.
#227A, Street 146, Sangkat Tuek Laak II,
Khan Tuol Kork, Phnom Penh City, Cambodia
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PERSONAL DATA:

Sex	:	Male
Tall	:	172 Cm
Marital Status	:	Married
Nationality	:	Cambodian
Date of Birth	:	June 05, 1983
Place of Birth	:	Takeo Province

PROFESIONAL EXPERIENCES:

March 2011- Present: Lecturer & Researcher in the Department of Economic Development, Royal University of Phnom Penh.

August 2009- October 2010: Worked as a Program Officer with ACR/Caritas Australia (ACR/CA). ACR/CA manages a Community Empowerment Program in order to better meet development needs and promotes child's rights within Cambodia. This involves the provision of technical, management and financial support to selected Cambodian Partner organizations in a non-directive manner which fully respects and values their existing knowledge, integrity and commitment. I was responsible for all aspects of liaison with selected partners regarding the submission proposal, appraisal, implementation, and monitoring & evaluation of partner projects. My position based in Phnom Penh and regularly visited the CNGO (Cambodian Non Government Organization) partners in the provinces.

Key responsibilities and duties:

1. Programmatic Support for Partners

- Work as a member of senior management team to develop and review ACR/CA's operational guideline, strategic plan and monitoring & evaluation framework, and other assigned tasks.
- Support CNGO partners in the development and implementation of their programs for improving community's livelihoods, well-being and food security, health care and child protection.
- Monitor and evaluate the progress, effectiveness of CNGO partners' activities and program impacts in the target areas through applying case study method and developing stories of most significant change.
- Ensure that program management issues, which require attention, are brought to the notice of the Partnership Program Coordinator in a timely and responsible manner.
- Coordinating with Partnership Program Coordinator in reviewing and approval of CNGOs' proposals
- Proactively integrate the Disaster Risk Reduction (DRR) in the development programs
- Assist in the organization of program management meeting with relevant staff of CNGO partners
- Prepare the quarterly and annual partner reports to Caritas Australia and relevant government Ministries, and respond to requests for information from Caritas Australia
- Assist Partnership Program Coordinator in managing volunteers contributing to ACR/CA's program.
- Assist the Partnership Program Coordinator in the identification and assessment of new CNGO partners.
- Assist partners in developing case studies and identifying specific stories
- Facilitate and strengthen linkages, information sharing and coordinating among ACR/CA partners and relevant stakeholders.
- Facilitate networking and provide trainings for building capacity among partners, relevant local governments and communities
- Assist partners to identify training needs for community leaders and to provide key points for organize training

2. Financial Oversight of Partner Programs

- Monitor and scrutinize the partners' expenditure, accuracy of reports and appropriate use of funds, and bring any discrepancies to the notice of the Partnership Program Coordinator.
- Coordinate in preparing annual budgets for partner project expenditure.

April, 2007- August 2009: Worked as an Associate Program Officer with ActionAid Cambodia based in Phnom Penh, frequently travels to the provinces. The program focuses on three thematic areas: Women Rights, Rights to

Food, and Rights to democratic and good governance. ActionAid Cambodia is an International Organization working on Right Based Approach through partnership with more than twenty local NGOs around the country.

Key responsibilities and duties:

1. Development Area Management

- Support partners (local NGOs) and communities in grounding community organizing processes through Economic Literacy Budget Analysis Governance (ELBAG), Women's Self Health Help initiative and thematic work.
- Ensure compliance of statutory reporting (Plan & budget, quarterly, half yearly, annual financial reporting), Participatory Reflection and Review Processes (PRRP), and field visit reflection reports.
- Support partners and monitor program within community organizing frame.
- Facilitate the linkage process of partners in district and provincial authorities.
- Support partners to select and strengthen capacity of facilitators on community organizing approach.
- Proactively integrate the Disaster Risk Reduction (DRR) – DIPECHO project with Development Area (DA) works
- Support start-up partner in selecting target working areas and identifying capacity building of both partner and communities.
- Together with partner to explore the initiatives in the working areas and submit proposal and budget plan internally.
- Possibly provide support in conducting pre-appraisal and appraisal of the new partner.

2. Partnership Management

- Build, maintain, and develop liaison and relationship with partners, local authorities and communities.
- Identify capacity development needs and support to strengthen capacity of project staff as required (direct or by pulling resource support).
- Strengthen partners' perspective and support consistently in strategizing to establish and nurture people's organization to assume ownership and more direct role in the process of change.
- Strengthen the capacity of partners and support with information and skill to leverage ethical local resources.
- Initiate and undertake appropriate processes (Coaching, workshop, organizational development, gender trainings etc...) as deemed necessary to cultivate gender sensitivity, democratic space and transparency at partner level.
- Regular financial monitoring and support partners to develop & practice fair financial management system.
- Ensure that capacity building inputs received by partners is being applied at the partner and the community level.

3. Link micro work on different themes with district, provincial, national and regional policy work

- Support partners in particular area of advocacy & campaign.
- Organize and monitor related policy research work in partner areas.
- Support partner in identifying strategy and exploring spaces to build and link network and alliances at different levels.

4. Support to the Food Right related work

- Support and facilitate the Community Network for Food Sovereignty in Cambodia (CNFSC) in particular area of advocacy & campaign at the ground
- Support in mentoring and monitoring the CNFSC and Food Right related work
- Support the Food Right work in identifying campaign and advocacy strategy as well as exploring spaces to link the CNFSC and Food Right related work to other relevant network and alliances at local, national and international level.

5. Self development

Take proactive action for developing perspective, knowledge and skill for critical self and social reflection through consistent reading, update information base, seminars/workshop, exposures, formal and informal meeting with different stakeholders.

6. Support to Program & Policy Coordinator and the Program team

Support the Program and Policy Coordinator and Program team on an ongoing and unforeseen basis (spare some of the time) and strengthen the cooperation and team work in a friendly environment.

7. Others

- Maintain a proper and accurate documentation related to respective partners.
- Assist partners to explore new funding opportunities.

July-2006- April 2007: Worked as a volunteer staff in ActionAid Cambodia in program department

Key responsibilities and duties:

- Support the program unit to translate the progress reports, plan & budget and other documents from English to Khmer and Khmer to English
- Assist the program unit in other works including organizing meeting, training and workshops in Phnom Penh city and provinces
- Assist to translate and interpret in the trainings and workshops
- Participate and assist to run the workshops and visiting the communities at the fields

2005- 2007: Worked for Kampuchea Tela Co.LTD as an Assistant to Gas Station Manager in Phnom Penh City

Key responsibilities and duties:

- Develop all reports of the station related to income and expenditure for the head office
- Maintain and report daily statistics and general operation in the station to the head office
- Develop strategic plan/ marketing strategies for the station for the next following years
- Manage staff, coordinate works, and deal with conflicts and issues in the station,
- Communicate with customers and check fake US dollar note
- Explore and coordinate with the customers to expand petrol market
- Monitor all assets and equipment in the station

2003-2007 : Part-time Teacher of English at International Chhun Hak School

2002-2003 : Part-time Teacher of English at International Language School

Key responsibilities and duties:

- Develop lesson plan for daily teaching
- Train students to practice four macro-skills including vocabulary and grammar
- Ensure effective classroom management, students engagement and time management
- Encourage students to learn through providing the relevant theory link with the real practice in daily situation and social interaction and culture
- Train students how to use language and other essential skills
- Regularly monitor and evaluate the student's knowledge through designing test and exam
- Participate in annual and quarterly meeting to improve school curriculum and teaching methodology

AWARD:

10, 2010-12, 2013: Won an Australian Development Scholarship (ADS) for a Master of Development Practice (Advanced) at The University of Queensland, Australia

EDUCATION:

02, 2012- 11, 2013: Master of Development Practice (Advanced) in the major of Development Planning from The University of Queensland, Australia

10, 2010- 08, 2011: Pre-departure training for Australian Development Scholarship (ADS) at Australian Centre for Education (ACE), Phnom Penh, Cambodia

09, 2007- 01, 2010: Master degree of Arts in Development Studies (MDS) from The Royal University of Phnom Penh (RUPP), Phnom Penh, Cambodia

06, 2004- 05, 2006: Bachelor of Education in English (BE) from Build Bright University (BBU) Phnom Penh, Cambodia

07, 2002- 05, 2004: Associate Degree in English Literature from Human Resources University

10, 1990- 07, 2001: High School Certificate from Mouy Osaphea High School in Takeo Province

PUBLICATION:

October 2013 : Advanced Master Thesis: The Opportunities and Challenges for Community Participation in Implementing National Climate Change Adaptation Policy in Cambodia

January 2010 : Master thesis: The Contribution of Sustainable Community Forestry Management (SCFM) to Local People Livelihoods

May 2006 : The formal report of teaching practicum for fulfillment of Bachelor degree of Education (BE)

TRAINING COURSES:

2013 : Certificate of Presentation "Opportunities and Challenges for Community Participation in Implementing National Climate Change Adaptation in Cambodia" at the Inaugural Student-led Conference on Development Theory and Practice, The University of Queensland, Australia.

2013	:	Certificate of participation in International Conference on Government Sustainability and Sustainability Professionals at the Melbourne Park Function Centre, Melbourne, Victoria, Australia.
2010	:	Exposure visit to Sydney and Brisbane, Australia. During my visit, I gave a presentation to student leaders in Powerhouse of Leader program organized by Brisbane Catholic Education Office Centre. Also, I presented about the ACR/CA program and development partnership in Cambodia to Caritas Australia staff in Sydney and to several schools in Brisbane.
2010	:	Project Cycle Management Training by ACR/Caritas Australia
2010	:	Program Monitoring & Evaluation Training by ACR/Caritas Australia
2010	:	Catholic Social Teaching Training by Caritas Australia
2009	:	Training of Trainers on Community-Based Disaster Risk Reduction by ActionAid International (phase I & II)
2009	:	Writing Retreat Training by ActionAid International
2009	:	Training course on Thoughts for Development by ActionAid Cambodia
2008	:	Training course on Cooperative Concepts by ActionAid Cambodia
2008	:	Community Organizing course 2008- Human Rights Approach to Development in Bali, Indonesia, by South East Asia Popular Communication Program (SEAPCP)
2008	:	Exposure visit to see the community organizing process and economic situation of the country and community people in Kuala Lumpur city, Malaysia.
2008	:	HIV/AIDS training course by ActionAid Cambodia
2008	:	Gender Analysis training course by ActionAid Cambodia
2007 & 2008	:	Community Organizing course by ActionAid Cambodia
2004	:	Certificate of Project Management
2003	:	Certificate of International Relationship from Formosa Institute
2003	:	Certificate of General Management from Formosa Institute
2002	:	Certificate of Accounting from Chinese Meng Kong Center
2002	:	Certificate of Marketing from Chinese Meng Kong Center
2002	:	Certificate of Basic Computer from Phnom Penh Centre (PPC)
2002	:	Certificate of Basic English Grammar from Boston City Centre (BCC)

LANGUAGES:

Khmer	:	Mother Tongue
English	:	Fluently

HOBBIES:

Playing sports, Reading books & newspaper, listening to radio like BBC, Radio Free Asia, VOA, and Watching TV like CNN, BBC or Channel News Asia

REFERENCES:

Associate Professor John Minnery

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