

# RBITPRT NEP

mha 2007 - ecj pSayel x 4

RBITPRT NEP ngecj pSayRbcaMthasCaPasaExpnigPasaGgeKos nigeFkarEckcaydI RKbGgkar  
smaCkTatjGs; eKal bMNgrrbsRBITPRTenHKWdm,CYppl ral BtmanfBeTAdI smaCkdtCaBtmansBbMbm  
rV nanaenAkgeKal neya)ayvisyGbrMhgkicRbCkMan<sup>2</sup>EdI NEP)ancU rth. el IsBenHeTaeTotRBITPRTenH  
ngppl CakEngstMbsmaCkTatjGsrbs; NEP GaceFkarEckrM kBtmansGMSkmpaB GnutKMagrbsBkeK  
GMFnFanEdI GgkarCkcgpsBpsaybnp nigvKbN#bN#l bskasal aepSg<sup>2</sup> kAdCaBtmandéTeTot  
EdI GgkarCasmaCkKitfamanpI RbeyaCnsmbsmaCkdéTeTot.

## BtmanfBeI xaFkardan NEP

yU#akarCaskI sRmabkarGbrM

EpnkarnanasRmabs)ah\_skmPaB ényU#akar  
karCaskI sRmabkarGbrM BÉf<sup>1</sup>23 dI; 29  
Exemsa mandMnfkarI tAmx. RbFanbTén yU#akar  
karqahHKWkarGbr,lasitf#U dærbsmnsSRkrb  
. naykRbtRtrbs;NEP el ak esghg EdI Ca  
RbFanén KNkmpFkardknaBdm,erobcnyU#akar  
CaskI sRmabkarGbrM enAcqahHmanRbsasn\_fa  
manskmPaBcaerchEdI erKageFbnAkgeextpMh  
13TUatjRbeTskmCarM TatjraCFanPibj pgEdr.  
s)ph\_skmPaBnigrMmandMakkal 3 sMan<sup>2</sup> 3  
dMakkal T1<sup>3</sup> sisSCMg; nig sisStd<sup>2</sup>nybegit  
ÉksarGMSisEdI min)ancU sal æron nigsisS  
EdI e)ahbgkarskSa edaydakcMngeCgfa  
krNedm,)ancU eron : .

dMakkal T2<sup>3</sup> ÉksarTatjenHngRtUykeTABPa-  
kSaenAéf<sup>1</sup>m#pukarmkTsn<sup>3</sup>kcSal æron : enA

kjGMLgeBIskmPaBs)ph\_CaskI edm,bgaj  
eGayeXij GMSanPaBcakEspEdI sisS kBgCb  
RbTH. m#pukar nig\ssrCnneya)aybEbKA man  
ekr#p#H ,ll ,aj ny GeBaj [mkCbCamlyGkeFV  
yU#akarenH edm,eGayBKKateFkareqytbeTA  
nykgV nanaEdI )anel keLg .

dMakkal TB<sup>3</sup> mankarCbCMZMYnigerobcMLg  
EdI PaKITatjGsngeI keLg enARBITkarN\_Casa-  
FarN<sup>3</sup>fakCatKgeKal bMNgedm,eGaymankarcab;  
GarmNeTael bBaEdI )anbgaj nigel keLgenA  
kjGMLgskmPaBs)ph\_CaskI . RBITkarNenHKY  
EteFVLbgkjrebobCa karCbCMa : bgaj ÉksarTatj  
GsEdI RbmU BITUatjRbeTs ykmkeFCaPsttag  
bgaj krNsisSmin)ancU eron .

eKal bMNgrrbs)ph\_skmPaB Kldm,CMj  
[mankarykcitFkdakcMbalbBaäCaerchEdI kmar  
kBgCbRbTH CaBëssRkunkmargayrgerKaHddCa

-kmarl kmarCnCatPaKtic nig kmarBkar-l -; .  
 eybrngfa raCrdaP)al nigsgAnstll ngepbt  
 karykcitp kdkabEnheToteTAEI karGbrMasITf  
 ml danrbsmnisSRKbrb nigERbkaykar sniupd  
 karTajLay [eTACaekal neya)ay EdI GacGnurtp  
 )an nigChtj [kmarkmGaRKbrb)ancU eron.

**kicRCMAGnpCati**

naykRbtbtbbs; NEP el ak esg hg  
 )anTTV karGeBaj eTAcU rnkicRCMaGnpCati dac;  
 edayEl kBkAcMh 4 .

1> skasal aspGkareFKMragyTsaSPBeI ak  
 Bit nigkicRCMPakSaGBlkarXadml karGbrMenATI  
 RkgeQogem: RbeTsef erobcMLgeday ASPBAE  
 enAkjExFidq2006 .

2> kicBPakSatml sGBlkarbegit bNbj sgAnst  
 vil tInGasGaekiyedm, karGbrSRmab;TajGskä  
 (EFA) eFLLgenAGaKar SEAMEO-INNOTECH  
 kjTRkjmanll RbeTSPll Bh enAExFidq2006 .

3> kicRCMNbj skmpPaB GnpCatiel ImGahar  
 Tark tInGasGaekiy\_(IBFAN-SEA) kjkarbegit  
 [manRkmkargar edm, eFLLsckpBagc, abGnpCati  
 shab;TjpsarmGaharTark enAkjTRkj)agkk  
 RbeTsef Exkm0 q2007 .

4> kicRCM kTB BkarstosM fakCatedm, Iay  
 tll karGbrSRmab;TajGskä )aneFLLgenATRkj  
 )agkk kjExkm0 2007 erobcMLgedayGgkar  
 UNESCO .

karCU rnrbs; NEP enAkjkicRCMajenH  
 )anCYBRgkbNbj TajenAkjtIn; nigGnpCati  
 ehlyeFll eybmanTlak;Tmg CamlyGksermccitp

xagneya)ay nigRkmGktshtBbNpRbeTScA  
 erchTTajBPBeI ak .

**karSkSaRsaRCavGBlcINayerkApukar**

karRbmU Tmly shabkarSkSaRsaRCavGBl  
 cINayerkApukar RtU)anbBaS; ehlyr)aykarNGM  
 BkarrkeXlj epSg<sup>2</sup> GacngRtU)ane)ahBmkegeBl  
 qab<sup>2</sup>xagmxenH .



GkRsaRCavrbs; NEPkBjSaksYRK'sarmly/kjextkBgcam

karRsaRCavenHKWgrkeGayeXlj TajTmth  
 cINayerkApukar EdI «BkmjycINayedm, bBaS  
 ktheAeron RBmTajpI bBal enkarcINayTajGs;  
 enHeTAEI karstccitpbsRKIsaredm, eGayktrbs;  
 Kat.)aneronst. GkRsaRCav)ansPasnRKIsar  
 chMh100 kjRskcMh8 kjextkBgcam RKIsar  
 TajGs)anptl ; [kareqy;tbTajkMlbrimaN nig  
 KINPaBeTAngsMrbbsGksPasn\_

KMragRsaRCavenHdknaBfedayNEP eday  
 shkarCamlyGgkar WDA nig PAD EdI man  
 kar]btbhu nFBGgkarUNICEF. bTbgaj GBl  
 karrkeXlj enHngRtUbgaj kj kicRCMHTARbcadlam  
 nig kjkicRCMEDUCAM enAkjExemsaenH.

karskSaSaR/Ca/GBl KINtMl RKbergon :

KMragSaR/CavenH)anbBaBehly. GkrSav  
RCav)aneFHNreTAKanextpMh8 ehly)ansMasn\_  
RKbergon81nak; edaysaksyBKKatGBl TsSn<sup>3</sup>  
karyl eXlj GBlGaCBCaRKbergon thaitnigtMkar  
epSg<sup>2</sup> Edl BKKatRtUkar nigktGKEdl Cmj [  
BKKatbBj kargar ktpGEdl minel kTkcitp G/  
Edl CHNTBl eTael Isll FmrbsBKKat; nigGEdl  
CYeGayKatbBj kargar)anl ¥ CagenHeTaeTot  
GkrSavRCavrbsely)aneTAKansal aeroncmh 42  
nig)aneFHSMasnCamlyRbFanmnpGbrMktpnigrsk  
ehlyng)anerobcmkmbPakSachm15. eyg)an  
TTV ddbpCaerch BbKA sMan<sup>2</sup>Edl eFkar kig  
visyGbrMdtCa Ek]tpm Gm sifj rdal xaFkar  
RksyGbrMyuCn nigkLa nig Ek]tpm Nat  
bnerOn Gndal xaFkar GiktINagmasCMlyGnp-  
CatmkBFnaKarBPBel ak Ggkar UNESCO,  
USAID, FnaKarGPiVDAngaslu nigshKmnGmb  
GgkareRkArdaP)al mPshCBRKbergon emXM  
GP)al Rkg «Bkmpy nig RKdU nivtp\_.

r)aykarNenHkMgRkg bnbomk nig  
ykeTAvPaEvkEj kkgnsisttmU enAqanH.

esovePAEpnTIFGBl sal aeronrbskmCa

esovePAEpnTIFGBl sal aeronrbskmCa nig  
mKATiskRKbergonRtU)anerobcmFVLgedayGgka  
rseGhstURBkmCa(scw). esovePAGbrMzan  
tMl enHKUFLgedm,CarbeyaCnSmob; fakmFum  
skSaTdiyPthibfnhaviual yqamM. ehly)anpl ;  
[nUEpnTI nigBtmanEbbstisGBlSanPaBesdte©  
sgAn nigbrisanKjRbeTskmCa.

esovePAmKATiskRKbergonPabmkCamlyesovePA  
EpnTI edaymanrebobEtgkarsMabbergon nig  
skmpaBepSg<sup>2</sup>eTot Edl manbMNgCYel kkbS;  
karyl dngGBlBaobrisAn nigkarkarBarbrisan.

esovePATaGsenHGacrTij )an enAGgkar  
seGhstURBkmCa (scw). TbsBl x 023  
211 263 bf [www.cambodiaswildlife.org](http://www.cambodiaswildlife.org)

karlaQbrbsstfat nig tara

bnbBbMkargarGseBl 3qam [NEP ega  
sifat CamPjGbrMigbecReTs )anlaQbedm,l  
cabuyktMNgfCamPjGPiVDAneKal neya)ayena  
GgkarNGO Forum. KN<sup>3</sup>kmkarnayk nigmPp  
NEP sthefGGINGrKINsifat nUral kargarl Mak  
CaerchEdl Kat)aneFVkjnamNEP ehlysthChBr  
[Kat;TTV )aneCakCYkjkarbBj kargarfj.

kBaB FI taraPy )anbMkargarstKcitCa  
CMlykardal Gsry<sup>3</sup>eBl 7Exknymk kyancb;  
kicSnüapgEdr. sthGrKINyagerCöl eRCacBaH  
taraPy nUral kargarEdl kBaB)anCYNEP ehly  
sthChBr [kBaBTTV )aneCakCY kjkarbnkar  
skSaenAsakI vitual y.

KN<sup>3</sup>kmkarnaykfj

NEP RtUkarSmaCkKN<sup>3</sup>kmkarnaykcmh  
5nak; edm,begtKN<sup>3</sup>kmkarnaykfjstMabGNtpam  
2007-09. sthCYBicarNaftgtatGikNamak;  
Edl GikKitFamanChaj nigfamBl edm,bMkargar  
CakKN<sup>3</sup>kmkarnaykfjpsNEP. KN<sup>3</sup>kmkarna-  
yk fmgRtUerCIsenAkjkarRbCMWETARbcaM  
(AGM) Edl eRKageFnaef14 ]sPa 2007.

## **JOB POSTINGS for NEP**

NEP is now offering employment opportunities to three qualified Cambodian nationals. These are full time positions at the NEP Office based in Phnom Penh.

### **Title: Administration/Finance Officer**

#### **Duties:**

- Arranging meetings and workshops, providing information, serving as office point of contact, and managing the office.
- Prepare and circulate meeting agendas, take and circulate minutes
- Receive and reply to members queries and requests
- Purchase office supplies, maintain inventory, ensure the maintenance of all office equipment
- Assist Research Officer with the annual NGO Survey, and other NEP data
- Maintain library and its database
- Provide oral and written translation and carry out other tasks as requested

#### **Qualifications:**

- Diploma Business Administration or related field.
- 2 or 3 years experience in administrative and financial management with NGOs.
- Knowledge of Cambodian education sector
- Good written and oral communication in English
- Translation experience Khmer-English, English-Khmer.
- Computer skills; email, internet, MS Word, Excel, and Outlook Express, MS ACCESS an asset
- Ability and willingness to learn quantitative and qualitative research methodology
- Demonstrated capacity and commitment to work in the role of service provider to people from diverse backgrounds
- Open, flexible attitude, and team worker with good interpersonal skills.

### **Title: Education/Capacity Building Officer**

#### **Duties:**

- Arranging meetings and workshops, providing information, serving as office point of contact, and managing the office.
- Prepare and circulate meeting agendas, take and circulate minutes
- Receive and reply to members queries and requests
- Purchase office supplies, maintain inventory, ensure the maintenance of all office equipment
- Assist Research Officer with the annual NGO Survey, and other NEP data
- Maintain library and its database
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- Ability and willingness to learn quantitative and qualitative research methodology
- Demonstrated capacity and commitment to work in the role of service provider to people from diverse backgrounds
- Open, flexible attitude, and team worker with good interpersonal skills.

### **Title: Education/Capacity Building Officer**

#### **Duties:**

- Identify and summarize main documents related to the education policy reform and programs
- Conduct workshops with NEP members to: increase understanding of education issues; build organizational capacity; share skills and knowledge
- Plan activities to increased and maintain membership
- Write reports for donors, the Board and the MoEYS
- Work with the Administrative/Financial Officer to ensure the web-site information is up-to-date
- Maintain the data base of NEP members
- Assist Executive Director in the preparations for the AGM, the annual report
- Other duties and responsibilities as requested

#### **Qualifications:**

- University degree in Public Policy, Social Science, Education, or other relevant field
- Experience designing workshops and curriculum
- 2-3 years experience in project supervision
- Patience teaching new skills to inexperienced learners
- Knowledge of both formal and non-formal education sectors in Cambodia
- Demonstrated group facilitation and capacity-building skills
- Spoken/ written fluency in Khmer and English
- Proficiency in computer applications especially MS Office, spreadsheets, email and internet
- Open, flexible attitude, a team worker with good interpersonal skills,
- Flexibility to travel overnight outside Phnom Penh.

### **Title: National Research Officer**

#### **Duties:**

- Oversee research projects undertaken by NEP
- Participate in the design and methodology to be used in the research
- Identify and work with community partner organizations in target provinces
- Conduct training workshops on research design, data collection, analysis and reporting
- Supervise community –based research teams and make regular site visits.
- Oversee data analysis and report writing
- Coordinate dissemination workshops, and other duties and responsibilities as requested

#### **Qualifications:**

- Graduate degree (M.A.) in Social Science, Education, Gender Development, and other relevant field
- Solid research background

- Experience doing community-based research
- 2-3 years experience in project supervision
- Patience teaching new skills to inexperienced learners
- Knowledge of both formal and non-formal education sectors in Cambodia
- Demonstrated group facilitation and capacity-building skills
- Fluency in spoken and written Khmer and English
- Computer skills – word-processing, spreadsheet, SPSS, email and internet
- Open, flexible attitude, and a team worker with good communication skills, and
- Flexibility to travel overnight outside Phnom Penh.

Interested candidates are invited to apply no later than **5:00 pm, March 26<sup>th</sup> 2007**. Please submit a CV with a cover letter outlining the position you wish to apply, your work experience and your salary expectations to:

Mr. SENG Hong, Executive Director  
 NEP Office  
 #227C, Street 63, Boeung Keng Kong I,  
 Phnom Penh, Cambodia

or send by email to [ed@nepcambodia.org](mailto:ed@nepcambodia.org)  
*Only short-listed candidates will be contacted for interview.*

**Women are strongly encouraged to apply.**

**គណៈកម្មាធិការ NEP<sup>3</sup>**  
 ផ្លូវលេខ ២២៧ ជ ផ្លូវលេខ ៦៣ ភូមិក្សក្សក១  
 (ក្រុងភ្នំពេញ ផ្លូវលេខ ៣៣៤ លេខ ៣៥២)  
 ភ្នំពេញ កម្ពុជា

ទូរស័ព្ទ (855) 23 726 159  
 អ៊ីម៉ែល [info@nepcambodia.org](mailto:info@nepcambodia.org)  
 គេហទំព័រ [www.nepcambodia.org](http://www.nepcambodia.org)