Internship Sharing

Youth Resource Development Program

Program Assistant

Nith Kosal

From 3 July - 5 October 2018

16 November 2018

RULE, Room D22

Program Assistant Volunteer

Program : Youth Engagement in Social Action (YES ACT)

Project : Youth Mobilization for Good Governance on Extractive Industries (EI)

Full time : 8am-5pm, Monday to Friday but Often I work on Saturday and Sunday.

TO BE A IMPORTANT PERSON

YRDP Organizational Background

YRDP's roots lie with founder **Ms. Myriam Frys-Denis,** from Belgium, who began work in Cambodia as a nurse educator in 1988. Through her involvement with university students, particularly nurses, it became apparent that students were receiving only technical and professional trainings. Thereby, they lacked training in **critical thinking skills** such as *situation and information analysis, problem-solving, reflection, decision making and evaluation*.

YRDP Organizational Background

- **CORE VALUES**: *Development, Impartiality, Gender equity, Empowerment, Solidarity, Transparency and Active non-violence*
- **VISION**: YRDP envisions a society where youth are empowered to exercise their civil and political rights as leaders for *peaceful, equitable* and *sustainable development* in Cambodia.
- **MISION**: YRDP engages youth in the development of their *critical thinking skills*, *empowers* them to utilize their civic and political rights, and *strengthens* their social conscience for positive social action on behalf of their *own future*, *family*, *community* and *country.*

Organizational Chart

BOD



Board of Director

ED



Ms. **CHAN Ramy**
Executive Director

PCP



Mr. **CHEANG Sokha**
Technical Advisor

AFC



Mr. **ROEUN Phirum**
Finance Manager



Mr. **IM Nesay**
Finance Coordinator



Ms. **HAK Laksmey**
Finance Coordinator



Mr. **EAM Sokly**
Admin Manager



Mr. **LOEM Sok**
Admin Assistant

YES ACT



Mr. **HENG Soheanh**
Yes-Act Program Manager



Mr. **SOK Chanvirak**
CC Project Officer



Mr. **KEO Buntheoun**
EI Project Officer



Ms. **PHOK Sreypich**
EI Project Officer



Ms. **CHIM Nim**
YIPSA Project Officer

EYES



Mr. **LY Bunthea**
Eyes Program Manager



Ms. **Anna GIZ**
Eyes Program Coordinator



Miss. **BO Sokha**
YRDP Region Coordinator



Mr. **HONG Soviet**
Eyes Program Coordinator



Ms. **SAK Kanika**
PBREY (IEP) Project Officer



Mr. **CHHEANG Rithy**
PBREY (IEP) Project Officer



Miss. **SAY Loemchou**
CPREY Project Assistant



Mr. **YIM Leanghy**
CPREY Project Officer



Mr. **KHE Longeat**
Monitoring & Evaluation Coordinator



Mr. **VEN Chamroeun**
Cam-Youth Studio Coordinator



Ms. **SAK Sokha**
YLC Library Coordinator



Ms. **UY Sovanlongdy**
PBREY (KRT) Project Officer



Mr. **YOEUN Dinith**
PBREY (KRT) Project Officer

Key Responsibilities:



Research and Practical Support



Operational and Administrative Support



Workshops and Events Support



Publishing Support



Financial Support



Exposure Trip Support

Research and Practical Support

- Undertake research and/or document or Extractive Industries tasks as requested;
- Attend meetings and prepare minutes or meeting summaries;
- Assist in the drafting of concept notes, budgeting, logical frameworks, or other project design.

Operational and Administrative Support

- Make pertinent logistical arrangements for the prompt and effective implementation of activities;
- Maintain files and records;
- Arrange external and internal meetings.
- Design framework
- Report writing

Workshops and Events Support

- Liaises with members of other host organizations to coordinate logistical arrangements for workshops that take place in different provinces;
- Liaises with Grant Administration staff and the Centre's local agency personnel and other outside agencies regarding venue, travel, hotels, and with Catering Services staff for provision, room organization and logistics;
- Liaises with and assists project recipients and consultants as required to ensure smooth functioning of activities;
- Coordinates and disseminates all internal and external material, including publicity and background documents for local and events; coordinates appropriate mailings or distribution;
- Prepares training kits or information packages and sends material to participants in a timely manner;
- Coordinates registration process and acts as contact person for the participants.

Publishing Support

- Manage the production process from the final manuscript stage, through editing, layout and design, indexing, proofing, cover design, and printing; ensuring accuracy and adherence to publications policy, house style and branding guidelines.
- Conduct research, collect and analyze competitor data, analyze feedback that impacts on the strategies global.

Financial Support

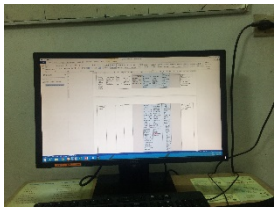
- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of budgets and spending;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and budget status reports;
- Liaise with internal or external receipt wherever required;
- Prepare reports as scheduled and special reports as required for budget preparations and audit;
- Undertake other financial and administrative tasks on an ad hoc basis.

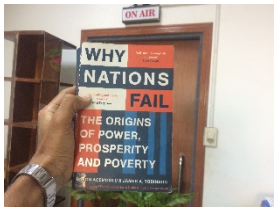
Exposure Trip Support

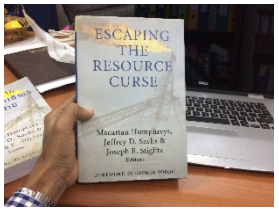
- Maintains and regularly updates exposure plans and budget amounts to provide an accurate overview of the Program's exposure budget, which includes liaising with Project Office staff for their input;
- Provides updated reports to the team and Director's Executive;
- Advises the Program Leader of projected overruns;
- Communicates with local agency to obtain estimated fares and calculates per diems;
- Responsible for formatting, distribution and filing of trip reports;
- Monitoring and evaluation project at the province

Research and Practical Support



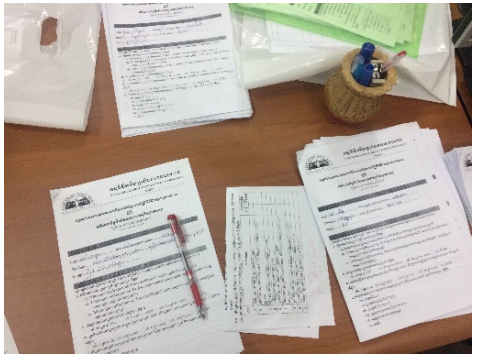














YRDP Team Spirit at Jambok Hoas








EI Exposure Trip













EI Exposure Trip





















Monitoring Youth Team at Sasan













Monitoring Youth Team at Sasan













YES ACT Team Spirit at Picnic











Staff and Volunteer Training











Potluck Party of CYF











EI Campaign, Drawing, Advocacy



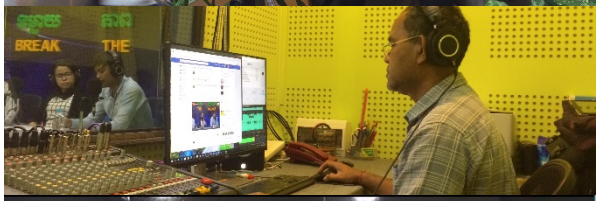


















Work hard together, Eating together











Competencies

- ***Corporate Competencies:***
  - Demonstrates commitment to the YRDP mission, vision and values.
  - Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
  - Is adept at cultural, gender, religion, race, nationality and age sensitivity; enjoys working in a multi-cultural environment; engages with empathy with persons of diverse backgrounds and experiences.
- ***Knowledge Management and Learning***
  - Shares knowledge and experience.
  - Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- ***Development and Operational Effectiveness***
  - Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and project implementation and reporting.
  - Ability to establish and maintain contacts with operational-level officials.
  - Excellent interpersonal skills are essential part of the job.
  - Facilitator skill
  - Youth Work Methods

More Information:



Mr. **CHEANG Sokha**
Technical Advisor (012 360 464)



Ms. **CHAN Ramy**
Executive Director (012 663 937)



Mr. **HENG Soheanh**
Yes-Act Program Manager (089 333 806)



Mr. **LY Bunthea**
Eyes Program Manager (092 300 151)

Think You!