

## Job Description

<b>Position Title</b>	Business Integrity Programme Intern
<b>Programme Unit</b>	Business Integrity Programme
<b>Reporting to</b>	Business Integrity Senior Programme Officer
<b>Type of Contract</b>	Full-time internship (6 months)
<b>Duty Station</b>	Phnom Penh Office, Cambodia
<b>Starting Date</b>	September 2016

### Background

Transparency International Cambodia is the National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 120 Chapters worldwide, we work with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

The Business Integrity Programme (BIP) seeks to work with the government and businesses to improve an enabling environment for businesses to thrive and promote clean businesses in Cambodia.

#### 1. Overall Goal:

To assist in the implementation of Transparency International Cambodia's Business Integrity Programme by supporting the Business Integrity Programme to deliver Business Integrity Services, assist in developing anti-bribery policies and procedures, and organise related training in English and Khmer.

#### 2. Objectives:

- a. Assist the Business Integrity Senior Programme Officer to implement the programme and contribute to the achievement of the expected outcomes and outputs of the programme.
- b. To support the programme in communicating with TI Cambodia's Business Integrity clients to delivery advisory and training services and overall implementation of corporate integrity systems.
- c. Under the direction of the Business Integrity Senior Programme Officer, support day-to-day operation of the programme.

#### 3. Overall Responsibilities:

- Work closely with the Senior Programme Officer, assist to delivery of corporate integrity systems to TI Cambodia's corporate clients including development of anti-corruption policies and procedures and development and delivery of customized training modules;
- Under guidance of the Senior Programme Officer, play an active role in supporting and contributing to the expected outcomes, outputs, results/impacts of the programme and assisting day-to-day operation and implementation of the programme;
- Translate relevant documents from English to Khmer and vice-versa;

- Take notes or minutes during meetings;
- Assist in drafting letters both English and Khmer;
- Help to do the filing and documentation.

#### **4. Expected results and impacts of the programme:**

- Expected outcomes, outputs and impacts of BIP, which are stipulated in the Result Framework, successfully delivered on time and within the allocated budget;
- Effective Monitoring and Evaluation of BIP ensured and enhanced;
- Regular reports and updates produced and presented to the Management Team, the Board of TI Cambodia and the donors;
- Improved internal expertise in anti-bribery principles, corporate integrity system and private sector cooperation;
- Capacity to deliver training and implement the corporate integrity system enhanced; and
- Further strengthened the Business Integrity Programme's private sector network.

#### **5. Qualifications and Experience**

- Holding a Bachelor's Degree or enrolling in an undergraduate programme in Business Administration, Accounting, Finance or another related field;
- Fluency in English and Khmer;
- Knowledge and understanding of the business context and the complexity of business operation in Cambodia;
- Experience in organising training programmes is an asset;
- Understanding of the Anti-Bribery Policy and the Business Principles for Countering Bribery is an asset;
- Willingness and be determined to promote integrity and fight against corruption in the business sector in Cambodia;
- Willingness to work as part of a small and dynamic team to implement a new Business Integrity Programme with TI Cambodia in the long-term; and
- Be committed to TI Cambodia's core values and policy.