



JOB DESCRIPTION

Position Title	Project Intern (with a monthly stipend of 150\$)
Type of Contract	Full-Time internship (6 months)
Starting Date	As soon as possible
Reporting to	Project Manager
Duty Station	Ministry of Interior, Cambodia
Name of Programme/Project	School of Governance Project

1. Background of the Project

Transparency International Cambodia, a leading civil organization in promoting transparency, accountability, integrity and anti-corruption in Cambodia, signed a Memorandum of Understanding (MoU) with Ministry of Interior (MOI) on 15 January 2016 in an aim of supporting reform agenda of Government, particularly in building institutional capacity of the national and sub-national administrations on good governance, accountability, anti-corruption and integrity through an initial period of 2016-2020.

The objectives of the project is to set up a School of Governance (SoG) which is considered a contribution to supporting capacity building of public officials and human resources in Cambodia for both short-term and long-term goals. The immediate goal of the project are to i) build foundation of SOG and capacity of MOI's trainers on related subjects such as good governance, transparency, accountability and integrity as well as necessary tools/application, and ii) provide trainings to public service providers in order for them to be able to respond to the needs of the public, especially effective service delivery.

The main objectives of SoG establishment are to:

1. Establish School of Governance through reliable, responsive and qualified training services and professional academic programme in the field of good governance, integrity;
2. Conduct Training of Trainers (ToT) and Administrative Management Courses for the purposes of administering and managing both the National Institute for Sub-National Administration and Management and the Regional School of Local Administration at the provincial level;
3. Drawing from the capacity needs assessment, design and develop programme which respond to the need of increasing public service delivery effectiveness.

To support implementation of the project, it's required that a full-time intern is needed in order to support the project team in project implementation.

2. Roles and Responsibilities

Under the instruction and guidance of Project Manager, the project intern will carry out the following works:

- Assist in day-to-day administration and communication of the project
- Perform all activities to support in organizing meetings, workshops and training program/activities of the project
- Actively engage and work with the project team to raise awareness about the project
- Translate document from English to Khmer and Khmer-English when needed
- Liaise with relevant stakeholders to provide ongoing information and supports as needed.

3. Expected Outputs

The Intern is expected to produce the following outputs:

- Documentation of training events
- Video documentary for training program

4. Qualification and Experiences

- Proficiency in English and Khmer
- Recent graduate or student studying Bachelor Degree in Media and Communication, Journalism, or another subject relevant to the work of Transparency International Cambodia
- Some experience in video production and video documentary
- Knowledge of Microsoft Office, and digital media required
- Ability to work independently, and committed to ensure all outputs are achieved on time and to a high standard.