

Job Description

Position Title	Citizen and Youth Empowerment Intern (Monthly allowance USD150)
Programme/Unit	Citizen and Youth Empowerment
Reporting to	Citizen and Youth Empowerment Programme Officer
Type of Contract	Full-time internship (6 months)
Duty Station	Phnom Penh Office, Cambodia
Starting Date	September 2016

1. 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 Citizen and Youth Empowerment Programme (CYEP) was well integrated into TI Cambodia's three-year strategy 2012-2015. Over the past three years, the programme has successfully built a significant foundation and momentum for anti-corruption amongst the general public, especially youth. In the next three years, TI Cambodia seeks to intensify its efforts to increase citizens' participation in decisions that affect their lives and public demand for an improved social accountability and transparency at the national and sub-national levels. Looking beyond awareness raising, this programme aims to empower citizens and equip them with skills and tools to take action against corruption and demand for good governance. The programme seeks to deliver the following outcomes:

Outcome 1: Increased citizens/youth understanding of and knowledge on good governance, integrity, corruption and its effects on their lives and society.

Outcome 2: Enhanced participations by youth in anti-corruption and increased demands for positive reforms.

2. Overall Goal:

To provide technical assistance and support the team in effectively delivering expected results of the Citizen and Youth Empowerment Programme.

3. Objectives:

1. Provide administrative and logistical support and assist the Citizen and Youth Empowerment Programme staff to implement the programme.
2. Under the guidance of the Programme Manager and Programme Officer, contribute to the smooth day to day operations of TI Cambodia and contribute to the delivery of the expected outputs, deliverables and results/impacts.

3. Under the direction of the Programme Manager and Programme Officer, administrate the Facebook page, Front-line SMS, and YouTube Channel of the programme.

4. Overall Responsibilities:

❖ *Programme Support Responsibilities:*

- Under the direction and guidance of the Programme Manager and Programme Officer, provide administrative and logistical support to the implementation of the citizens and youth engagement programme.
- Work closely with citizen and youth empowerment programme staff to contribute to the successful achievement of the planned activities including the organizations of trainings, meetings, workshops, field trips, conferences, and other advocacy campaigns.
- Draft letters or other documents in both Khmer and English.
- Document support and filing.
- Translate documents or articles when required.
- Provide assistance and support to programme staff when required.
- Perform other requested tasks when necessary.

5. Expected Results and Impacts of the Programme:

- Increased citizens' participation in promoting integrity and in fighting corruption more actively.
- Increased participation from NGOs and citizens in the provinces in project activities that promote integrity and fights against corruptions.
- Enhanced NGO's capacity and skills in anti-corruption projects through partnership with TI Cambodia resulting in more NGOs and citizens' involvement in fighting against corruption
- Increased youth participation through youth-led-initiatives in promoting integrity and fighting against corruption.

6. Qualification and Experience

- Cambodian national.
- Undergraduate in the field of Law and/or Public Administration or another subject relevant to the work of TI Cambodia.
- Multimedia skills (video editing, photo taking, etc.) are preferable.
- Sound knowledge of and commitment to the promotion of integrity, good governance and anti-corruption and be passionate and committed to achieve TI Cambodia's mission and goals and a commitment to TI Cambodia's core values.
- Very good communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds.
- Fluent in English and Khmer with a proven ability to communicate both verbally and in writing.

7. Expectations

The Citizens and Youth Empowerment Intern is expected to perform and achieve the following expectations:

Expected Results
1. Facebook page, Front-line SMS, and YouTube channel are effectively administrated and actively engaged with the public.
2. Adequate administrative and logistical support provided to the management team of the Citizens and Youth Engagement Programme.
3. Day-to-day tasks including correspondence, documentation/filing, stocking, arrangement for meetings, workshops, trainings, conferences, and other TI Cambodia campaigns are effectively supported.