

JOB DESCRIPTION

Position Title:	Research & Advocacy Program Intern
Type of Contract:	Full time Internship
Remuneration:	Monthly Salary USD 150 plus monthly phone card allowance USD10
Duty Station:	Phnom Penh Office, Cambodia
Starting Date:	April 01, 2016
Duration:	3 months
Report to:	Research and Advocacy Program Officer

1. Overall goal

To assist with the implementation of program in-line with **Goal 1** of the organization to achieve program goals and strategic objectives as stated in the Program Proposal.

Goal 1: To diagnose corruption issues and use findings as a reference to stimulate more informed debates and formulate further anti-corruption projects

2. Expected results and impacts of the program:

- Increased awareness about corruption issues within key institutions and their weakness and opportunities to combat corruption
- Increased evidence based advocacies and projects on anti-corruption
- Increased momentum and interest from relevant stakeholders and citizens in fighting against corruption
- Increased knowledge about youth perception toward corruption
- Increased youth participation in promoting integrity and fighting against corruption
- Increased demand and pressure from the youth for a corruption free society
- Increased knowledge and understanding about corruption, leading to increased and more effective evidence-based anti-corruption advocacy

3. Role and objectives

- Provide day-to-day administrative and research support to the implementation of the Program.
- Assist in expanding TI Cambodia's online resources library, including collecting, uploading and organizing documents into the library.
- Translate reports and documents from English to Khmer and vice-versa
- Assist in the publications and dissemination of TI Cambodia's various reports and policy papers
- Provide administrative support in the organization of forums and workshops.
- Perform other tasks deemed necessary for TI Cambodia.

4. Knowledge, Experience and Skills

- Highly proficient in English and Khmer.
- Recent graduate or student studying for a Bachelor degree in Political Science, Law, Public Affairs, International Relations, Economics, Media and Communication, English or another subject relevant to the work of TI Cambodia.
- Excellent communications and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds.
- General computer skills, including Microsoft Word, Excel, PowerPoint and Internet search.
- Commitment to the promotion of integrity, good governance and anti-corruption.
- Be passionate and committed to achieve TI Cambodia's mission and goals and a commitment to TI Cambodia's core values.
- Ability to work independently, under pressure and with high level of commitment to ensure all outputs are achieved on time and to a high standard.