

JOB DESCRIPTION

Position Title	Legal Intern
Programme Unit	Advocacy and Legal Advice Centre (ALAC)
Type of Contract	Full-time internship (6 months)
Starting Date	September 2016
Reporting to	ALAC Lawyer
Duty Station	Phnom Penh Office, Cambodia

1. Overall Goal:

To provide support to the operation and implementation of the Advocacy and Legal Advice Centre (ALAC)'s work plan in order to achieve the expected results and goals set in its strategy and plan.

2. Expected results and impacts:

- Platforms are created for citizens and youth to engage in promoting transparency, accountability, and fight against corruption by reporting, consulting and sending complaints through the ALAC.
- Legal advice, consultation, counselling and assistance are provided to clients who seek for assistance on issues of corruption.
- Increased public awareness of hotlines for reporting corruption and Bribespot.
- Increased citizen engagement and participation in promoting integrity and fighting against corruption.

3. Roles and Responsibilities:

- Under the supervision of ALAC lawyer, assist daily work of ALAC office including picking up the hotline calls, recording the cases into case record book, following up the cases with the lawyer.
- Under the direction of the ALAC Lawyer and Legal Assistant, provide administrative and logistical support to the implementation of the project.
- Follow up the media (newspapers and online news) on corruption related articles, share with colleagues through email and file them in ALAC file.
- Assist ALAC Lawyer and team in organising ALAC workshops, training on Anti-Corruption Law, campaigns and other outreach activities.
- Assist ALAC Lawyer and team in managing ALAC database and Bribespot.
- Travel to some targeted provinces to collect information for complaint handling, if required.
- Translate legal documents from Khmer to English and vice versa.

4. Knowledge, Experiences and Skills

- Fresh graduate or university students majoring in Law or relevant subjects.

- Good knowledge of Cambodia's Law on Anti-Corruption and Criminal Law and commitment to the promotion of integrity, good governance and anti-corruption is an asset.
- Good communication and interpersonal skills, including the ability to build and maintain relationships with people from diverse backgrounds.
- Experience in organising events, workshops and campaigns is an asset.
- Good knowledge of Microsoft Office.
- Good knowledge of English both in writing and speaking.
- Be passionate and committed to Transparency International Cambodia's work and core values.
- Ability to work independently, under pressure and with a high level of commitment to ensure all expected outputs/results are achieved on time and to a high standard.