

## Job Description

<b>Position Title</b>	Programme Intern (with a monthly stipend of 150\$ plus 10\$ phone card allowance per month)
<b>Programme/Unit</b>	Women and Youth Empowerment in Leadership (WYEL)
<b>Type of Contract</b>	Full-time internship (3 months, possible extension)
<b>Starting Date</b>	October 2023
<b>Reporting to</b>	Programme Officer
<b>Duty Station</b>	Phnom Penh Office, Cambodia

### 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.

Women and Youth Empowerment in Leadership (WYEL) is a three-year (2018-2021) civic education programme aims to raise awareness among women and youth on accountability, transparency and democratic governance, and empower them to engage in decision making processes. Through WYEL, women and youth will be provided not only with opportunities to enhance their knowledge and understanding of democratic governance, integrity, accountability and leadership but also empowered them to take action and participate in decision-making processes concerning their own lives. WYEL Programme is now extended for another three-year (2022-2025) to continue its works.

Women and Youth Empowerment in Leadership (WYEL) Programme was made possible with the generous support of the American people through the U.S. Agency for International Development in partnership with TI Cambodia. The objectives of the programme:

- Objective 1: Increase civic participation relating to national budget transparency and government accountability;
- Objective 2: Foster active youth participation in practice;
- Objective 3: Improve informed strategic approaches for youth civic engagement through research.

### 2. Overall Goal

Provide technical assistance and support the Programme team to effectively deliver expected results of Women and Youth Empowerment in Leadership (WYEL).

### 3. Objectives

- Provide administrative and logistical support and assist the Women and Youth Empowerment in Leadership (WYEL) Programme staffs to implement the program.
- Under the guidance of the 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.
- Support and manage youth led-initiatives and ensure the delivery of the projects' objectives.

#### **4. Overall Responsibilities**

- Under the direction and guidance of the Programme Officer, provide administrative and logistical support to the implementation of the Women and Youth Empowerment in Leadership (WYEL) programme.
- Work closely with citizen and youth empowerment programme staffs to contribute to the successful achievement of the planned activities including the organizations of trainings, meetings, workshops, field trips, conferences, and other advocacy campaigns.
- Work closely with youths to coordinate and support youth-led-initiatives and ensure the delivery of the projects' objectives.
- Draft letters or other documents in both Khmer and English.
- Document support and filing.
- Translate documents or articles when required.
- Travel to provinces with the programme staffs for the programme activities.
- Provide assistance and support to program staff when required.

#### **5. Expected Deliverables:**

- Expected outcomes, outputs and impacts of Women and Youth Empowerment in Leadership (WYEL), which are stipulated in the Results Framework, successfully delivered on time;
- Effective youth mobilization and coordination to ensure that youth-led-initiatives deliverable are achieved according to workplan.
- Enhanced youth-led initiative quality (concept note, coordination and reporting)

#### **6. Qualifications and Experience**

- Graduate or undergraduate, majoring in Law, International Relations, Social Science, Business or another related field.
- A good command of English and Khmer with a proven ability to communicate both verbally and in writing.
- Sound knowledge of and commitment to the promotion of youth and women empowerment in leadership, 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.
- Experience in organizing training programmes is an asset.
- Ability to work independently, under pressure and with a high level of commitment to complete the tasks on time and to a high standard;
- Minorities, women and individuals with disabilities are encouraged to apply.