

## JOB DESCRIPTION

<b>Position Title</b>	Legal Intern (with a monthly stipend of 150\$ plus 10\$ phone card allowance per month)
<b>Programme Unit</b>	Advocacy and Legal Advice Centre (ALAC)
<b>Type of Contract</b>	Full-time/part-time internship contract
<b>Starting Date</b>	October 2023
<b>Reporting to</b>	ALAC Coordinator
<b>Duty Station</b>	Phnom Penh Office, Cambodia

### 1. Background

Transparency International Cambodia (TI Cambodia) was founded in 2010 and it is a fully accredited 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.

TI Cambodia's Advocacy and Legal Advice Centre (ALAC) project was launched in 2013 and has been an integral part of its strategy for empowering people to make and file complaints concerning corruption. The purpose of ALAC is to provide free legal advice and assistance to victims and witnesses of corruption and help citizens pursue corruption-related complaints. It has since played an important role in ensuring effective enforcement of anti-corruption legislation in Cambodia. To ensure smooth implementation of the project's interventions, TI Cambodia seeks to recruit **an intern** to perform the following roles and responsibilities.

### 2. Overall Goal of the position

Provide overall supports, including but not limited administrative, finance-related and day-to-day operation of ALAC, in increasing the effectiveness of role and operation of Advocacy and Legal Advice Centre (ALAC) to become a platform in providing sound legal advice, raising public knowledge, and gaining collective demand and action for the fight against corruption.

### 3. Objective

To support to ALAC coordinator in managing day-to-day operation of ALAC related to administration, finance, M&E and communication related work to ensure ALAC is effectively functioned.

### 4. Specific Responsibilities

- Manage database of the ALAC and update cases and client information
- Write down client information in the record book and enter them into database
- Assist ALAC Coordinator on logistic, administrative and finance-related matters
- Assist ALAC Coordinator in communicating with clients who come/contact ALAC
- Assist ALAC Coordinator in organising trainings on Anti-Corruption Law, campaigns and other outreach activities

- Assist in organising/coordinating meetings and events with NGOs partners and other stakeholders-
- Assist ALAC Coordinator in monitoring corruption cases in the media.
- Draft correspondence letters and, if required, translate legal documents from Khmer to English and vice versa
- Support in the development of work plan and other documents
- Support the preparation of ALAC progress and financial reports
- Support in all financial advances and clearance of the project budget to comply with TI Cambodia's and donors' policies and regulations
- Perform other tasks when required.

## 5. Qualifications and Experience

- A university student or fresh graduate majoring in Law or other subjects relevant to the work of TI Cambodia
- Good interpersonal skills including the ability to build and maintain relationships with people from diverse backgrounds in civil society, private sector, and media
- Good knowledge of English both in writing and speaking
- Knowledge of Microsoft Office, Internet, Email
- Experience in organising events, workshops and campaigns is an asset
- Be passionate and committed to achieve TI Cambodia's mission and goals with a commitment to the organisation's core values

## 6. How to apply

Interested applicant/s is requested to submit cover letter and CVs to the following address: [recruitment@ticambodia.org](mailto:recruitment@ticambodia.org) not later than **20 September 2023 at 5:00 pm**. For more details, please contact Ms. Ly Sreysrors, ALAC Coordinator, via [lysreysrors@ticambodia.org](mailto:lysreysrors@ticambodia.org) or call: 093 684 145.