



CAMBODIAN INSTITUTE FOR DEMOCRACY

JOB DESCRIPTION

Job Title: Programme Intern (Admin and Finance)
Duty Station: Phnom Penh Office
Report to: CID Team member
Type of Contract: Full time
Duration: 6 Month
Starting Date: June 1, 2024
Monthly Allowance: 150 USD

1. BACKGROUND

The Cambodian Institute for Democracy (CID) is an independent and non-governmental think tank. Our mission is to support and strengthen democracy, which we consider a fundamental principle for Cambodia's social, economic, and political development. CID was founded on October 23, 2019, by a group of Cambodian intellectuals. We have been registered in accordance with the Law for Associations and Non-Governmental Organizations since December 2019.

CID is looking for a like-minded individual to fulfill the **Programme Intern (Admin and Finance)** post. The Programme Intern (Admin and Finance) is a full-time, 6-month position. The Programme Intern will be receiving a monthly allowance of 150 USD.

2. RESPONSIBILITIES

- Assist the Finance & Admin Unit in maintaining complete and accurate inventory and procurement reports to donors/partners.
- Assist logistics works, office supplies, maintenance, and asset management.
- Assist in delivering documents and recording incoming & outgoing documents.
- Assist in procurement processes.
- Other tasks as assigned by the supervisor.

3. QUALIFICATIONS/REQUIREMENTS

- Fresh graduate or university student in administration, finance, or other related fields.
- Knowledge of Microsoft Office (Microsoft Excel, Word, and PowerPoint)
- Good organizational skills and ability to work in a fast-paced environment.
- Good interpersonal and communication skills.

- Good use of English, and Khmer (verbal and written).
- Open-minded person, teamwork, and multi-culturalism spirit.

4. HOW TO APPLY

Qualified candidates are encouraged to apply for this position by sending a cover letter and CV to info@cid.asia with the written subject line “Apply for Programme Intern (Admin and Finance)” **by 5:00 PM, on May 15, 2024.**

The Cambodian Institute for Democracy (CID) is committed to the principles of workplace diversity. Qualified women and people with disabilities are encouraged to apply.

Only short-listed candidates will be contacted for interview.