



CAMBODIAN INSTITUTE FOR DEMOCRACY

JOB DESCRIPTION

Job Title: Programme Intern
Duty Station: Phnom Penh Office
Report to: CID Team member
Type of Contract: Full-Time
Duration: 6 Months
Starting Date: November, 2024
Monthly Allowance: 150 USD and other benefits

I. 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 position of **Programme Intern**. The programme intern will be working full-time for 6 months. The officer hours start from 8:00 am to 12:00 pm and 1:30 pm to 5:00 pm.

He/She will receive a basic stipend of USD 150/month, phone card allowance, field transportation, and accommodation, which will be offered in line with CID's policy if assigned for a mission in the province, annual and sick leave provided as set in the leave provisions of CID's policy.

2. RESPONSIBILITIES

- Assist the Finance & Admin Unit in maintaining complete and accurate inventory and procurement reports,
- Assist logistics works, office supplies, maintenance, and asset management.
- Assist in delivering documents and recording incoming & outgoing documents.
- Assist program team with procurement processes in according with CID's policy.
- Assist program coordinator with Khmer-English and English-Khmer translations, media monitoring, and regular updates in CID's database and,
- Other tasks as assigned by the supervisor.

3. QUALIFICATIONS/REQUIREMENTS

- Fresh graduate or university student in law, public administration, international relations, political science, 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, willing to learn, 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 "Application for Programme Intern" by **5:00 PM, on October 25, 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.