JOB DESCRIPTION

Title | Intern of the Fair Trial Rights (“FTR”) Project
---|---
Responsible to | Project Coordinator/FTR team
Location | Cambodian Center for Human Rights (“CCHR”) based in Phnom Penh, with travel to the provinces as required.
Duration | 6 months

**Job Purpose**

The full time Intern of FTR project’s main job is to work with the FTR project team to implement the FTR project’s activities.

**Responsibilities**

- Entering trial monitoring data in the database under the supervision of the Project Coordinator/project team;
- Following up the news related to potential cases and maintaining the database of news;
- Assisting to search for legal document and do translation when required;
- Assisting the filing of documents under the supervision of the Project Coordinator;
- Assisting in organizing the project’s workshop, training and other events related;
- Providing other administrative supports to the project team and the organization.

**Requirements**

- Recent university graduate or 3-4-year University student in Law, Humanities & Public Affairs and other related fields;
- Fair command of the English language - reading, writing and speaking;
- Interested in human rights field;
- Have a good communication and interpersonal skill; and
- Honest, hardworking and willing to learn;
- Computer skills, including Microsoft Office, Internet and email are preferable; and
- No work experience in required

---END---