JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Intern for IT</th>
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<tr>
<td>Responsible to</td>
<td>IT Officer/ IT team</td>
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<tr>
<td>Location</td>
<td>Cambodian Center for Human Rights (&quot;CCHR&quot;) based in Phnom Penh, with travel to the provinces as required.</td>
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<td>Duration</td>
<td>6 months</td>
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Job Purpose
The Full time IT Intern’s main job is to work with the IT team in order to provide technical supports and IT related tasks for CCHR.

Responsibilities
• Assist the IT team to maintain and upload content into CCHR’s websites both www.cchrcambodia.org and www.sithi.org;
• Assist to design CCHR’s project’s materials;
• Assist the teams to maintain the Computer Network and ensures that it is working properly;
• Provide technical support and general administration to the team as required.

Requirements
• Recent University graduated or 3-4-year University student in Information and Communication Technologies;
• Good command in English language—reading, writing and speaking;
• Some knowledge of Website development or server and networking;
• Some knowledge of graphic design like Adobe Photoshop or Illustrator;
• Some knowledge of installing software, Windows and troubleshooting;
• Honest, hardworking and willing to learn new things;
• Have good communication skill; and
• No work experience is required.

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