The Cambodian Center for Human Rights (CCHR), an independent, non-governmental organization dedicated to promoting and protecting democracy and human rights—primarily civil and political rights—across Cambodia, is seeking a dynamic and professional candidate for the following position. This role is part of the “Protecting Fundamental Freedoms, Land, and Natural Resources in Cambodia” project (PFFLN). It will be based in Phnom Penh, from August 2024 to September 2028.

**Position:** Project Assistant

**Salary:** USD 431.00 to USD 474.00 per month, depending on qualifications and professional experience, plus other benefits.

**Key Responsibilities:**

- Assist the Project Coordinator in organizing workshops, trainings, and meetings.
- Document, monitor, and update all case support provided by the project and coordinate cases with project beneficiaries.
- Assist in settling all process documents related to project support for lawyers and beneficiaries.
- Monitor hearings of legal cases supported by the project, as well as hearings involving other human rights defenders.
- Follow up with project beneficiaries regarding the support they received and progress achieved.
- Assist the Project Coordinator in drafting reports to donors and other publications.
- Monitor and investigate human rights situations and relevant events.
- Provide administrative support to the project, and
- Perform other tasks as assigned by the project coordinator and the organization.

**Requirements:**

- University degree in Law, Social Sciences, or a related field, or a combination of appropriate education and experience.
- Experience working on human rights-related issues.
- Understanding of human rights law and international instruments.
- Demonstrated interest in human rights and human rights defenders/activists.
- Strong interpersonal skills and ability to work under pressure on sensitive issues.
- Constructive teamwork capabilities.
- Proficiency in written and spoken Khmer and English.
- Good computer skills, including MS Word, Excel, PowerPoint, Internet, and Email.
Submission of Applications:

Please send your resume and cover letter via email to vacancy@cchrcambodia.org with the subject title "Application for Project Assistant" or send a hard copy to the CCHR Office at the following address: #798, St. 99, Sangkat Boeung Trabek, Khan Chamkarmon, Phnom Penh, Cambodia.

Deadline for applications: **11 August 2024, at 5.00 pm.**

Notes:

- Cambodian citizens are strongly encouraged to apply for this role - as part of our mission to promote and protect democracy and human rights in Cambodia, CCHR works to empower Cambodian citizens.
- CCHR is committed to achieving workplace diversity. Women, LGBTIQ+ individuals, people from indigenous and minority groups, as well as persons with disabilities, are encouraged to apply.
- All applications will be treated confidentially.
- Only shortlisted candidates will be contacted for an interview.
- Applications are free of charge.

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