

Terms of Reference (ToR) for Intern - Administration Unit

1. Position Information

- Organizational Unit: Administration
- Supervisor: Administrative Officer
- Duration of internship: 3 months (with possible extension of another 3 months)
- Propose starting date: 02 January 2017

2. Background

OHCHR-Cambodia has started its internship programme in 2012 to offer students from diverse academic backgrounds practical experiences and direct exposure to the work of the office. All the five working Units of the Cambodia Office, therefore, develop terms of reference (ToR) to allow internship opportunities according to the requirements of their respective Units.

Administrative Unit who works to provide support services to all four programme Units has also identified areas of requirements to engage an intern to carry out certain duties for the Administrative Unit as well as to extend the administrative/logistic supports to the Programme Units.

3. Duties and Responsibilities

- Assist in travel logistic arrangement including air ticket booking, DSA calculations including advance, advance clearance and travel claim for staff
- Assist all Programme Units in DSA calculations for workshop/seminar participants.
- Assist in monthly routine payment requests, budget tracking and recording
- Assist in asset management.
- Calculate overtime payments for drivers
- Monitor staff leave record
- Perform other related administrative tasks as relevant

4. Desired Qualifications

- University student or recent graduate (please see the eligibility self-check table) in the field of Business Administration, Accounting/Finance or other related fields
- Ability to communicate in Khmer and English language
- Demonstrated interest in and commitment to human rights.
- Ability to work in a team
- Willing to learn new things

Eligibility Self Check

To be eligible, your answers must be “Yes” to the 4 questions.

Eligibility Self Check Table:	Yes	No
1. You must at the time of application meet one of the following requirements:		
(a) Be enrolled in a graduate school programme (second university degree or	—	—

equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); (c) Have graduated with a university degree (as defined in 1 (a) and (b) above) and, if selected, must commence the internship within a one-year period of graduation.		
2. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship.	—	—
3. If selected, you will be able to provide a medical certificate stating that you are in good health and prove your enrolment in one of the programmes stated in 1 above.	—	—
4. You are able to communicate fluently in English	—	—

For more information on Internship Programme, please visit <http://cambodia.ohchr.org/en/internship-program>

Application Procedures:

Applications must include: 1) a cover letter in English expressing your interest in the internship programme, 2) a duly completed, dated and signed internship application form (can be downloaded from <http://cambodia.ohchr.org/sites/default/files/Intern%20Application%20Form.doc>), and send to: jobcambodia@ohchr.org