



អង្គជំនុំជម្រះវិសាមញ្ញក្នុងតុលាការកម្ពុជា

Extraordinary Chambers in the Courts of Cambodia
Chambres extraordinaires au sein des tribunaux cambodgiens

**ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ**

Kingdom of Cambodia
Nation Religion King

Royaume du Cambodge
Nation Religion Roi

TERMS OF REFERENCE

Intern of Information and Communication Technology Section

The Extraordinary Chambers in the Courts of Cambodia (ECCC) was established based on the Agreement between the United Nations and the Royal Government of Cambodia to bring to trials the senior leaders of the Democratic of Kampuchea and those who are most responsible for the crimes committed between 17 April 1975 and 6 January 1979.

As part of the legacy of the ECCC, the ECCC’s Virtual Tribunal (VT) project is a not-for-profit digital multimedia library and archive. It contains information and content about the Khmer Rouge, the work of the ECCC and the contribution to the transitional justice process of various resource contents, such as educational institutions, academics, the media produced by the courts.

ECCC is recruiting new interns who are pursuing their undergraduate degree or fresh graduate that are willing to learn from the ECCC’s VT Team by real practice for the minimum of three months with the following terms and conditions. The internship will be coached by ECCC’s VT staffs (Ms. Sochenda Khem and Mr. Sokranupheap Chim).

SCOPE OF RESEARCH/STUDY

- To study/research legal documents from chambers and offices to be filed/recorded in the system
- Assist in processing/organizing/reviewing in the database system, and make recommending to VT staff if necessary.
- Study/research files in the system if there are errors and report to VT staff for fixing it
- Study other fields which related to the scope of study if needed

SELECTION CRITERIA

- At least 3rd year in law or ICT student from National or International University
- Good knowledge of Khmer, English and/or French
- Good computer skills: Word, Excel, Internet and E-mail
- Good legal research skills is an asset

DURATION

- The minimum period of internship is three (3) months and can be extended to six (6) months

CONDITIONS OF WORK

- Eligible to ECCC Bus Service commuting between Phnom Penh and ECCC with free of charge
- Eligible to office space and basic facility of ECCC
- The interns will not be paid by the ECCC and be fully responsible for any claims by any parties concerning loss or damage to their property, death, or personal injury caused by the action or omissions of the interns during their period of internship
- There is no commitment of employment at the end of the internship
- The interns shall conduct himself/herself at all times a compatible manner in due course of his/her scope of studies/research
- The interns must keep confidentiality of all unpublished information during and beyond the course of the internship and must not publish any report or paper on the basis of information obtained in this project
- The interns will have to provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling the internship
- The interns must perform all duties complying with the ECCC national internship policies and procedures

Intern

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief of Section/Unit

Name	Signature	Date
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