

## **TERMS OF REFERENCE**

After the completion of our mission and processing the residual functions, the Extraordinary Chambers in the Courts of Cambodia (ECCC) offers second-year undergraduates' student and fresh-graduates student in the fields of **Information and Communications Technology (ICT), Media and Communication, history, or Law** to work in the unique environment of the ECCC in the Resources Centre or Outreach Activities. Under this program, interns will have an opportunity to enhance their practical work, experience, and theoretical knowledge with the ECCC, especially, the practice of international Criminal Law.

## **SCOPE OF LEARNING AND RESPONSIBILITIES**

### **I. Public Affairs Section**

- Monitor media coverage of the ECCC (electronic and online) and disseminate the media summary if needed.
- Assist to translate public information documents/materials from English to Khmer, or vice versa, as required.
- Take photos and produce short video clips of ECCC events and activities.
- Participate and assist in outreach field trips.
- Assist public visitors in the court visit programme.
- Assist in content planning for social media channels.
- Perform other administrative and support duties as required.

### **II. Resources Centre**

- Organise the repair of damaged books.
- Collects and replace books on library shelves.
- Catalogue new stock, such as books, magazines, and other materials.
- Help visitors find books and other materials.
- Maintain library record and databases, both physical and online.
- Maintain public computers for visitor use.
- Update the electronic Dewey Decimal System.
- Perform legal research and other support duties as required.

## **ELIGIBILITY CRITERIA:**

- Second-year undergraduates' student and fresh-graduates student in the fields of Media and Communication or Law

- Excellent command of written and spoken Khmer, and Sound knowledge of English and/or French.
- Good computer skills: Word, Internet and Email.

#### **DURATION**

- The duration of internship is three (3) months and could extend to six (6) months.
- The intern is expected to work full-time (five days a week or weekend except official holidays).

#### **CONDITIONS OF WORK**

- 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.
- The interns shall always conduct himself/herself 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.

#### **TERM REFERENCE CERTIFICATION**

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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