



INTERNSHIP OPPORTUNITY

Two Positions Currently Available at the Education Unit

The internship program at the Education Unit, Cambodia Development Resource Institute (CDRI), is aimed at providing young, dynamic and qualified students with the opportunity to earn practical work experience in research, to develop their technical knowledge and interpersonal skills and to build professional connections necessary for their future career. Interns should be students approaching the end of their undergraduate program or recent university graduates, with a strong passion and interest in pursuing a future career in research.

Requirements

1. Good academic background
2. Good command of English, written and spoken. Ability to communicate in another Asian language (in addition to Khmer) is a plus
3. Good analytical and evaluative skills
4. Strong interpersonal and communication skills (familiarity with digital communication and media and design is an advantage)
5. Good computer skills
6. Positive attitude, willingness to learn new skills and ability to multitask

Responsibilities

The interns will be based at the Education Unit of CDRI and report directly to the Unit Head. In this role, the interns are expected to perform the following specific tasks:

Research Tasks

1. Assist the Education Unit in collecting and analysing literature and secondary data on and related to specific education topics as set out in the education proposal
2. Generate or extract data or information for researchers in the Unit
3. Assist the Unit with the liaison with relevant government agencies within the Ministry of Education Youths and Sports (MoEYS) and other local and international partners for consultation and interviews
4. Assist the Education Unit and CDRI in any other task as requested by the Unit Head and project team leaders
5. Participate in conducting interviews and surveys
6. Assist in the transcribing of interview data and writing up interview notes
7. Initiate innovative research ideas
8. Support the Unit in overall research related activities

Non-research Tasks

1. Provide the research team with general administrative support in their field work
2. Assist in the organization of meetings and workshops both in Phnom Penh and in provinces
3. Assist in the preparation of the work plan, including budgeting and tracking progress
4. Assist in documenting projects as well as unit records
5. Assist in communicating within and across project/unit

Teamwork

1. Participate in CDRI's activities (including CDRI's bi-weekly research seminar and other meetings)
2. Promote a team spirit and work closely with colleagues across all Units in both research and non-research activities
3. Collaborate with other research teams in other special initiatives, as required

Guidelines and Core Values

The interns will have to:

1. Follow the procedures and practices set out in the staff manual and the financial manual; activities not covered by established guidelines require initiative and independent judgment.
2. Promote CDRI's core values: **MERIT**
 - Create the professional conditions that nurture **merit**.
 - Foster **excellence**, as a professional and personal habit.
 - Practice a culture of **respect** and **responsibility**.
 - Pledge to live and act with **independence** and **integrity**.
 - Build deep **trust** and **teamwork**, capable of achieving the mission and vision of the Institute.

Benefits

- Participation in CDRI's mentorship and professional development training program
- Being part of the highly dynamic and innovative team
- Potential opportunities to pursue post-graduate studies at one of CDRI's foreign partner universities
- A monthly stipend of USD200.

Interested applicants are invited to submit Curriculum Vitae and a cover letter stating their motivation and qualification to HR and Administration Department of CDRI via hr@cdri.org.kh or hard copy at CDRI office address: #56, Street 315, Tuol Kork, Phnom Penh. The deadline of the application is **30 April 2019**. To learn more about Education Unit and CDRI, visit: www.cdri.org.kh and learningcambodia.weebly.com. For more information and to discuss more about internship or becoming one of the researchers, please contact Dr Leng Phirom, Head of Education Unit at phiromleng@cdri.org.kh or 099 883983.

***Female applicants and applicants with disability are particularly encouraged to apply.
Only short-listed candidates will be notified.***