



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

The Extraordinary Chambers in the Courts of Cambodia (ECCC) is looking for four (4) second-year undergraduate students and fresh-graduate students in the fields of **Media and Communication** to support the preparation of its public affairs digital collections aiming to document and archive the visual evidence of the court's proceedings, pivotal moments, and key figures involved in addressing the atrocities committed during the Khmer Rouge era. The announcement could be found on the ECCC website: <https://www.eccc.gov.kh/en/about-eccc/jobs>

### RESPONSIBILITIES

- *Organizing Photos:* Help organize and label digital photos using software and standards to make them easy to find.
- *Quality Check:* Review digital files for accuracy and quality, editing photo if necessary, during the digitization process.
- *Research:* Assist with research by providing metadata for photos and helping create detailed descriptions.
- *Managing Data:* Help maintain secure and organized digital storage systems for all files.

### SCOPE OF LEARNING

- *Historical Insight:* Gain a deep understanding of the Cambodian accountability process, the role of the ECCC, and the historical context of the Khmer Rouge period.
- *Archival Skills:* Develop practical skills in digital archiving, including digitization techniques, metadata management, and archival best practices.
- *Professional Development:* Enhance your ability to work in a professional setting, collaborate with experts, and contribute to a significant historical preservation project.

### ELIGIBILITY CRITERIA:

- Strong interest in Khmer Rouge history, particularly transitional justice.
- Basic knowledge of digital imaging, photography skills.
- Proficiency in relevant software Adobe Lightroom (e.g., image editing, cataloguing tools) is a plus.
- Excellent organizational and communication skills.
- Second-year undergraduates' student and fresh-graduates student in the fields of Media and Communication.
- Excellent command of written and spoken Khmer, and sound knowledge of English and/or French.

## DURATION

- The internship has a duration of three (3) months, could be extended to six (6) months..
- The intern is expected to work part-time either in the morning or afternoon shift.

## 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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