



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

After the completion of our mission and processing the residual functions, the Extraordinary Chambers in the Courts of Cambodia (ECCC) offers graduates student in the fields of *international criminal/human right/humanitarian law* to work as legal internship in the unique environment of the ECCC. 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 and moot court. The announcement could be found on the ECCC website: [www.eccc.gov.kh / about ECCC / Job Vacancies](http://www.eccc.gov.kh/about ECCC / Job Vacancies): <https://www.eccc.gov.kh/km/jobs/vacancy-announcement-intern>

SCOPE OF LEARNING AND RESPONSIBILITIES

- Performing basic administration and service tasks such as assisting with organizing moot court or meetings and drafting minutes.
- Assisting to analyse legal documents, evidence, and court records.
- Keeping all legal documents or correspondence organized and up to date.
- Researching and analysing legal information and documents to assist legal officers/supervisors including analysing case law and statutes.
- Gathering all documents, statements and evidence that will be needed for moot court.
- Assisting with the drafting of contracts, legal briefs, letters, and other legal documents
- Maintaining and updating case files and case management systems and organizing and maintaining the office's legal library and databases
- Performing other duties assigned by Director of Administration or Legal Officer

ELIGIBILITY CRITERIA:

- Graduate students in the fields of international criminal/human right/humanitarian law
- Excellent command of written and spoken Khmer/English 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 based on 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 _____

Supervisor

Name _____ Signature _____ Date _____

Chief of Section/Unit

Name _____ Signature _____ Date _____