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## JOB DESCRIPTION

### Internship

#### ABOUT US

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

#### SUMMARY OF POSITION

Cowater International Inc. is recruiting **an intern** in support of a new development initiative in Cambodia which aims to improve budget processes and increase the accessibility of services for persons with disabilities and women affected by gender-based violence. The intern will work within the Program's Monitoring Evaluation and Learning (MEL) Unit and report to the MEL Manager.

#### KEY RESPONSIBILITIES

- Assist in making logistical and administrative arrangements for meetings, trainings, workshops and events;
- Assist in collection and compilation of data and information and checking accuracy;
- Assist the Communication and Learning Specialist in the production of communication and learning products and materials; and
- Perform other tasks as assigned by the MEL Manager

## JOB REQUIREMENTS

- Cambodian national only
- College or University students in their final year of or graduated with a bachelor program in social sciences;
- Demonstrated ability in reading, writing and speaking fluently in English;
- Excellent planning, organization, facilitation, and coordination skills with the ability to work autonomously as well as in a team environment;
- Experience/skills in Microsoft Office and in typing using Khmer Unicode
- Strong demonstrated interest in the fields of disability and/or gender, social inclusion, and women's empowerment
- Availability to travel periodically in Cambodia
- Positive attitude, openness to learning, and professionalism

Job Location : Phnom Penh, CAMBODIA

Schedule : Part-Time (20 to 26 hours a week) and with a contract of up to six months in duration.

Salary : The intern will receive an allowance equal to USD 120 per month.

Closing Date : October 21, 2019

How to apply : Please send your cover letter and CV to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org) and call to 012 876 549 if you have any question regarding to the application.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.