



**EUROPEAN UNION**  
DELEGATION TO THE KINGDOM OF CAMBODIA

## **Traineeship Vacancy Publication**

### **Delegation Cambodia**

The Delegation of the European Union to the Kingdom of Cambodia has the pleasure to offer opportunities for non-remunerated traineeships in relation with its **Political Affairs, Information and Communication activities**.

Non-remunerated traineeships are essentially established for the benefit of trainees. Such trainees have no contractual or employment relationship with the Delegation and no remuneration will be offered.

#### **Eligible candidates for traineeships:**

- Candidates should be nationals from a Member State of the European Union, or a pre-accession State or a Cambodian national.
- Candidates should be young graduates with a University diploma who have limited professional experience or who are starting a professional career. These traineeships may also be offered to students in the last years of University or relevant academic centre.
- Candidates should be fluent in English. The knowledge of French and/or Khmer is an asset.
- Candidates who have professional experience may be selected provided their professional experience does not exceed one year.
- Candidates who have already worked for an EU institution including (remunerated) "Blue Book stagiaires" will not be eligible for these traineeships.

#### **Traineeship duration and working environment:**

- The duration of a non-remunerated traineeship should not exceed 6 months. The Delegation may decide on any shorter period. The Trainees must be placed under the direct supervision of a counsellor/supervisor.
- Trainees may be invited to attend meetings in the delegation and outside its premises. Under no circumstance may trainees represent the EU at those meetings or in any other event. Trainees may not participate in mission, unless, in exceptional cases, the Head of Delegation considers that the need for a mission within the country is sufficiently justified.
- Trainees working hours are from Monday to Friday 08:00-12:00 and 13:00-17:00 (according to the internal administrative note currently applicable; reasons of service might justify occasional exceptions).
- The supervisor should agree to any absence or holiday in advance.
- Expatriate trainees have to register with their national Consulate or Embassy or any other resident diplomatic representation competent for their nationality.

- Trainees must be aware of the security and confidentiality rules of the Delegation and they should be provided with a copy of the security rules applicable to the Delegation in Cambodia.

### **Description of the traineeship:**

Objective: Acquire knowledge and experience by participating and contributing to the tasks of the Delegation related to political affairs (including human rights), press and information and communication / events.

Supervision: Counsellor Political Affairs, Information and Communication

### Tasks:

Under the overall authority of the Head of Delegation and the direct authority of the Counsellor Political Affairs, Information and Communication, the intern (*stagiaire*) shall execute tasks that are, at the same time, useful for his own capacity-building, and of use to the Delegation. Such tasks might include -but are not necessary limited to- the following:

1. He/she will assist the staff of the section in preparing daily press reviews, with a particular focus on the synthesis in short messages of the contents of various press articles on the same theme. While doing so, he will help the local staff in improving their synthesis and critical skills.
2. He/she will collect and analyse the information the press and various other open sources are providing on political issues. Priority lines in this respect will be discussed with him according to political developments.
3. He/she will be responsible for drafting the minutes or the reports of meetings he is invited to and, upon request, to participate to seminars or workshops with the same purpose.
4. He/she will contribute to the political reporting of the Delegation by researching and compiling information of subjects identified by the Head of Delegation or the Political Counsellor.
5. He/she will contribute to the monitoring by the EU delegation of the situation of human rights and freedom of expression and assembly in Cambodia.
6. Upon demand, he/she will contribute to the activities of communication of the delegation, be it on the delegation webpage, on Facebook or on Twitter. He/she will in particular monitor on a daily basis the information available from various open sources that can be of use to the current priorities of the delegation, linked to the political, social and human rights situation.
7. Upon demand, he/she will assist with other tasks as the supervisor sees fit.
8. He/she will provide upon request short reports of activity.

## **Selection process:**

- The Delegation will organise its selection process aimed at ensuring as much as possible that all candidates are treated in a fair, transparent and non-discriminatory way.

### Specific Requirements:

- Diploma or/and requirements: university level, perfectly fluent in English, French and/or Khmer being an asset, practical knowledge of the standard office software.
  - Eligibility criteria: the position of intern in the team political affairs, press, information and communication implies that the candidate should be following -or have followed- a curriculum that includes related subject matters. Typically international relations, political sciences or communication studies include these subjects. Candidacies however will also be evaluated along the lines of the practical experience (including written productions) that candidates might have acquired during their studies.
- Two weeks will be necessary for the creation of the post by Headquarters after the trainee has provided all the required documents:
    - A traineeship agreement is to be signed by trainee,
    - Trainee Curriculum Vitae
    - Proof of medical and insurance coverage. Selected candidates will need to prove that they have adequate insurance and medical coverage (Recommended for expatriate trainee: insurance with repatriation coverage).
    - Trainee passport (the visa in Cambodia can be processed upon arrival).
    - University recommendation (optional)
  - The traineeship cannot start until Headquarters has validated the post and confirmed all necessary.

## **End of traineeship:**

- The Trainee should complete a report detailing the work that they have carried out during their traineeship and their assessment of their experience with the help from his/her supervisor.
- If requested, the Delegation may provide a certificate to the trainee. It must be clear that such certificate will not produce any legal consequences or liabilities for the Delegation.

CANDIDACIES SHOULD BE ADDRESSED TO THE ATTENTION OF MR CHHUNNAT KAN [chhunnat.kan@eeas.europa.eu](mailto:chhunnat.kan@eeas.europa.eu) AND SHOULD INCLUDE A CURRICULUM VITAE, A LETTER OF MOTIVATION IN ENGLISH AND AN EXAMPLE OF AN ORIGINAL PERSONAL CONTRIBUTION WRITTEN IN ENGLISH