



**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 of offering opportunities for non-remunerated traineeships in the section of development cooperation.

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 the Member States, pre-accession States or nationals from the third country where the Delegation is accredited.
- 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 and/or French.
- 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 for a period of time, including (remunerated) Blue Book stagiaires will not be eligible for these traineeships.

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

- Duration of a non-remunerated traineeship should not exceed 6 months. The Delegation may decide on any shorter periods, but ideally not less than 3 months. Trainees must be 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.
- 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.

**Contract address:** [Delegation-Cambodia@eeas.europa.eu](mailto:Delegation-Cambodia@eeas.europa.eu)

## **Description of the traineeship:**

### Objective:

The EU is working with the Royal Government of Cambodia in three focal sectors on agriculture and natural resources management, on education and skills development and on governance and administration.

In agriculture and natural resource management the focus is with fisheries, livestock and their value chain development as well as forestry, in particular illegal logging.

The cooperation on education, mainly basic education addresses an equal access to education, the quality of teaching and the strengthening of the education system.

In governance and administration the cooperation encompasses the support to the public finance management reform programme and decentralization (sub-national democratic development) as well as support to the Extraordinary Chambers in the Courts of Cambodia (so-called Khmer Rouge-Tribunal). The EU might also cooperate on the reform of the electoral system.

Further areas of cooperation are climate change and trade-related assistance. The EU also cooperates with the civil society and local authorities, as well as with human rights activists. A main cross-cutting area in this regard is land reform, given that during the Khmer Rouge period public registries were destroyed where raising economic interests spark numerous conflicts about land grabbing.

The cooperation is mainly implemented through budget support in the education sector and sector-wide approaches or projects in other sectors. The cooperation is implemented in coordination with other bilateral and multilateral development partners according to the principles of aid effectiveness.

Trainees could support the work of the delegation in the different areas while individual trainees will normally be assigned to one area (the EU-Delegation could host several trainees at the same time). Regarding the period the delegation is quite flexible, while a start at Christmas or in June/July is not ideal, being typical holiday periods of supervisors.

### Supervision:

The intern will work under the overall authority of the Head of Delegation and more specifically of the Head of Cooperation while daily supervision will be ensured through one of the programme officers for the different intervention areas.

### Tasks:

As a team member of the cooperation section the trainee(s) could specifically assist the Delegation in its work on new topics or the implementation of the development programmes in the respective sectors. The work could consist, but is not limited to searching bibliographic information, synthesizing and disseminating it and contributing to the building up of arguments potentially used in the discussions with the different stakeholders to which the trainee(s) could attend. It could also involve the assignment of specific tasks in the context of project management such as contributing to contracting procedures.

### **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 intermediate certificates if in last years of studies that are relevant to the focal area favoured by the applicant (e.g. agronomy, forestry, ecology, )education management, economics, political sciences, public administration, lawyer
  - Fluency in written and spoken English (no positive discrimination for native level), while additional languages including Khmer could be valued as a plus
  - Familiarity with IT office software
- There will be two weeks necessary for post creation by HQ after the trainee has provided all the required documents:
    - A traineeship agreement is to be signed by a 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 Identity Card or passport with the valid Cambodian visa if expatriate.
    - University Recommendation (optional)
  - The traineeship cannot start until Headquarters has validated the post and confirmed all necessary.

### **End of traineeship**

- 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.