



## ANNOUNCEMENT

### Interns to the Centre for Education Research and Innovation

Cambodia Development Resource Institute (CDRI)\_ Cambodia's leading independent development policy research institute, is seeking applicants for two positions of **Intern** to assist with the daily work at the Centre for Education Research and Innovation (CERI).

#### **Responsibilities:**

##### *Research Tasks*

- Assist the centre in collecting and analysing literature and secondary data;
- Assist the centre with the liaison with relevant government agencies and other local and international partners for consultation and interviews;
- Participate in conducting interviews and surveys;
- Assist in the transcribing of interview data and writing up interview notes;
- Initiate innovative research ideas and communication of research findings.

##### *Non-research Tasks*

- Provide the research team with general administrative support in their field work;
- Assist in the organization of meetings and workshops both in Phnom Penh and in provinces;
- Assist in documenting projects as well as working records;
- Assist in communicating within and across project/centres in CDRI.

#### **Qualifications:**

- Senior students or recent university graduates, preferably in the field of education, media and communication, or a related field; Skills in graphic design skills are an advantage;
- Keen interest in social research related to education;
- Good communication skills in Khmer and English, both oral and written; Proficiency in one of the ASEAN languages is a plus;
- Positive attitudes, commitment to excellence, and ability to work in team and independently;
- Ability to use Microsoft office applications including Words, Excel, and Outlook;
- Willingness to learn and undertake a variety of duties as required by the Centre Director and/or by the assigned researchers;
- Full-time commitment to work in this position for a minimum of six months.

#### **Benefits:**

- Participation in CDRI's mentorship and professional development training program;
- Being part of the highly dynamic and innovative team;
- Potential opportunities to pursue post-graduate studies at one of CDRI's foreign partner universities;
- Opportunity to apply for full time position (e.g. as research assistant) at CDRI;
- A monthly stipend of USD200.

Interested applicants are invited to submit Curriculum Vitae and a cover letter stating motivation and qualification to HR and Administration Department of CDRI via [hr@cdri.org.kh](mailto:hr@cdri.org.kh) or via hard copy at CDRI office address: #56, Street 315, Tuol Kork, Phnom Penh. For further details about the post and CDRI, please refer to the CDRI website: <http://www.cdri.org.kh>. Deadline of application is **31 December 2020**.

***Female applicants and applicants with disability are particularly encouraged to apply.***

*Only short-listed candidates will be notified.*