



មូលនិធិក្រុមប្រឹក្សាអាជ្ញាកណ្តាល

ARBITRATION COUNCIL FOUNDATION

Job Advertisement Legal Intern (2 positions)

The Arbitration Council Foundation (ACF) is a non-political and not-for-profit organization. ACF supports the operations of Cambodia's Arbitration Council (AC), which is an independent national institution established by law to resolve labor disputes. Supported by the Ministry of Labor and Vocational Training, employers and unions, the AC/F is recognized as a model institution for justice in labor dispute resolution in Cambodia and has been praised by national and international communities.

ACF is seeking talented Cambodian national **Legal Interns** to provide legal assistant based in Phnom Penh. This is a rewarding position. The Legal Assistant will work full time at ACF, generally from Monday to Friday, 8 hours per day. Duration of internship is 3 months, and it can be extended for another 3 months.

1- Key Duties and Responsibilities:

- Provide legal services to Arbitrators in labour dispute cases including conducting legal research and analysis, drafting legal memorandum and assisting in award drafting.
- Assist in the preparation of legal training on Labour Dispute Prevention and Resolution.
- Assist in the preparation of publications and other materials, systems and tools, as needed in support of the Arbitration Council.
- Assist to review and update relevant legal research tools.
- Assist to prepare quarterly and other reports under the direction of the senior legal staff.

2- Requisite competencies and Qualifications:

- Undergraduate or fresh graduated Bachelor's degree in law, industrial relation, or related fields;
- Good written and verbal communication skill.
- Good legal research, analysis, training and presentation skills.
- Highly motivated, proven ability to take initiative and able to work efficiently under pressure.
- Ability to work creatively within a team to analyse and solve problems.
- Good in English; experience in legal translation is an advantage; and
- Good knowledge of MS Word, Power Point, the internet, and e-mail.

3- How to apply for the internship

The detailed job description is available at www.arbitrationcouncil.org or can be obtained upon request via e-mail to jobs@arbitrationcouncil.org

Please, send your CV and Cover Letter to the above email address or deliver to the ACF office at No. 72, Street 592 (corner of St. 327), Sangkat Boeung Kak II, Khan Tuol Kork, Phnom Penh not later than **February 24th at 16:00 PM**. Please do **NOT** send original or copies of diplomas or certificates.

All interest candidates are invited, and women are particularly encouraged to apply.



មូលនិធិក្រុមប្រឹក្សាអាជ្ញាកណ្តាល

Arbitration Council Foundation

Job Description – Legal Intern

- Job title:** Legal Intern
- Department:** Legal Services Department (LSD)
- Location:** Arbitration Council Foundation (ACF) offices, based in Phnom Penh
- Reporting:** The Legal intern reports to the senior legal officer.
- Work hours:** The Legal Intern will work full time alongside ACF-LSD staff, generally from Monday to Friday during the working hours below:
- Morning: from 8:00 A.M to 12:00 P.M
 - Afternoon: from 1:30 P.M to 5:30 P.M or 2:00 P.M to 6:00 P.M

Due to the nature of the work, ACF staff are sometimes required to work outside normal hours because of necessary hearings or meetings. For this reason, the Junior Legal Officer is expected to be flexible and may be asked to sometimes work outside of normal hours.

Organisational Background

The ACF is a registered not-for-profit foundation established in late 2004 to provide technical and legal support to the work of the Arbitration Council (AC). The ACF has staff working in teams as follows: Management, Finance & Administration, Legal Services and Training & Communications.

The Arbitration Council (AC) is an internationally and nationally recognized as Cambodia's premier labour dispute resolution body. A national institution for resolving labour disputes and provided for under the Labour Law (1997), it is supported by the Ministry of Labour and Vocational Training, employers and unions.

Position Overview

As a member of the ACF Legal Support Department, the Junior Legal Officer, under the guidance and supervision of senior LSD staff, will provide legal research and support to the Arbitration Council; assist LSD staff to develop and conduct trainings for employers, employees and other stakeholders; participate in strategic planning and activities to promote the sustainability of the Arbitration Council; and provide oral and written translation for relevant activities.

Key Duties and Responsibilities:

Provision of legal services to Arbitrators in Labour Dispute Cases:

- Under the direction and guidance of senior LSD staff, carry out legal research and draft memos on topics related to labour law and labour dispute resolution (conciliation and arbitration);
- Attend pre and post hearing meetings with arbitrators to discuss cases;
- Attend arbitration hearings as an observer;
- Under the direction and guidance of senior LSD staff, assist arbitrators in the review and Arbitral Awards drafting;
- Under the direction and guidance of senior LSD staff, provide feedback to arbitrators in labour dispute cases and provide guidance and review; and
- Work with LSD to prepare legal notes on the cases.

Training on Labour Dispute Resolution:

- Assist LSD staff to conduct trainings for employers, employees and other stakeholders about labour dispute resolution, the arbitration process and the role of the Arbitration Council;
- Assist in the preparation of legal training materials; and

Other

- Provide assistance in the preparation of Arbitration Council digests, award compilations, relevance legal research tools and other publication materials.
- Assist in the planning process of project activities;
- Under the direction and guidance of senior LSD staff, conduct follow-ups on implementation of arbitral awards;
- Participate in meetings/activities as requested by the ACF and share views and experiences;
- Provide assistance to other staff and colleagues at the ACF when and where there is appropriate request (with approval of supervisors);
- translating other documents between Khmer and English as required; and
- Perform other tasks as assigned or requested by supervisors, as necessary.