

## **UNAKRT Internship Programme**

### **I. Introduction**

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) is a United Nations technical assistance project designed to implement the Agreement between the United Nations and the Royal Government of Cambodia Concerning the Prosecution under Cambodian Law of Crimes Committed during the Period of Democratic Kampuchea. Pursuant to that Agreement, the Extraordinary Chambers in the Courts of Cambodia (ECCC) were created to prosecute the senior leaders of Democratic Kampuchea, and those most responsible for the crimes and serious violations of Cambodia laws related to crimes, international humanitarian law and custom, and international conventions recognized by Cambodia, that were committed between 17 April 1975 and 6 January 1979.

The UNAKRT Internship Programme offers recent university graduates and postgraduate students an opportunity to work in the unique environment of this hybrid tribunal in Cambodia. Interns will have the opportunity to enhance their practical experience and their theoretical knowledge within one of the following offices of the UNAKRT:

1. The Offices of the International Judges of the Pre-Trial Chamber, the Trial Chamber or the Supreme Court Chamber;
2. The Office of the International Co-Prosecutor;
3. The Office of the International Co-Investigating Judges;
4. The Defence Support Section;
5. The Civil Party Lead Co-Lawyers Section;
6. The Public Affairs Section; and
7. The Office of the Deputy Director of Administration/ Coordinator of UNAKRT

Full details of the role and responsibilities of the ECCC Offices can be found on the ECCC website ([www.eccc.gov.kh](http://www.eccc.gov.kh)) under Organs of the ECCC and the UNAKRT website ([www.unakrt-online.org](http://www.unakrt-online.org)).

### **II. Standard internships**

The UNAKRT offers a standard internship programme for a minimum period of 2 months with the possibility of extending to a maximum duration of 6 months. The standard programme is open to candidates with an educational background in a field related to the work of the ECCC Offices. The interns will have the opportunity to participate in the daily activities of the ECCC Offices, to assist the officers in their legal or supportive responsibilities and to participate in the activities that have particular relevance to the work of the ECCC.

### **III. Eligibility criteria**

Candidates will be selected in accordance with the following criteria:

#### Essential requirements

- Be under 35 years of age;
- Have no more than 5 years of work experience;
- Be highly motivated with outstanding academic qualifications in a field of study pertinent to UNAKRT;
- Have obtained a degree from a recognized university or be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application or during the internship; or
- Have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree when studying in countries where higher education is not divided into undergraduate and graduate stages;
- Working proficiency in English and /or French.

#### Preferable experience

- Study of international criminal law or Human Rights law;
- Excellent legal research skills;
- Experience working in a law office;
- Relevant course work in relation to the work of the section/ office
- Excellent written and oral communication skills
- Proven ability to undertake tasks with minimal supervision;
- Ability to work in a high pressure environment.

### **IV. Application Process**

The minimum duration of the standard internships is two months, which can be extended up to a maximum of six months. For 2015, four standard internships are offered for the fixed periods outlined below under Application Process.

All Internships are on a full-time basis and interns are expected to work five days a week from Monday to Friday.

### **V. Conditions and responsibilities**

The intern will not be paid by the United Nations and, as such, he/she will not be entitled to the privileges and immunities accorded to staff members of the United Nations.

- All expenses connected with the internship, such as costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or the sponsoring institutions.
- UNAKRT will try to facilitate the issuance of an official (Type C) visa for interns, upon submission by the intern of any requested documentation.
- The United Nations in general and UNAKRT specifically, accept no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during

the internship.

- Applications must show proof of valid medical insurance coverage and provide medical certificate of good health prior to the commencement of the internship.
- The United Nations in general, and UNAKRT specifically, are not responsible for any claims by any parties where the loss of or damage to their property, death, or personal injury was caused by the actions or omission of action by the interns during the internship/volunteer programme.
- The intern must keep confidential any and all unpublished information made known during the course of the internship that known or ought to have not been public, and, except with the explicit authorization of the United Nations/UNAKRT, not to publish any reports or paper on the basis of information obtained during the programme, both during and after the completion of internship. The intern will provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling the internship.
- To comply with local laws and customs.

## **VI. Application Process**

The following time table is for the Standard internships. The UNAKRT Internship Committee will only review and consider the applications after the deadlines indicated below. Please note that only short-listed candidates will be contacted and interviewed (phone interview) for the internships.

### **Deadline for Application**

28 February 2016  
31 May 2016  
31 August 2016  
30 November 2016

### **Internship Duration**

July 2016 - 30 September 2016  
October 2016 - 31 December 2016  
January 2017- 31 March 2017  
April 2017 - 30 June 2017

## **VII. Application Form**

Please fill in the application form and return it by email or facsimile to:

Email address: [unakrti@un.org](mailto:unakrti@un.org)

Fax Number: +(855) 23 219 841 (Attention: UNAKRT Human Resources Management Section)

## **ANNEX I. Description of Internship Programme in each UNAKRT Office:**

### **i) The Offices of the International Judges of the Pre-Trial Chamber, the Trial Chamber or the Supreme Court Chamber**

Within the relevant Chamber that they will be attached to, Interns will primarily undertake research on a variety of substantive and procedural issues and assist in the drafting of documents, proof-reading and citation checking. They may be required to attend court hearings and meetings with the judges, and to take accurate minutes. They will also be expected to assist with administrative tasks such as file preparation and will be required to have good organizational skills. Interns will work as part of a team with clerks and senior lawyers and may be called upon to undertake work directly on behalf of a judge. An internship in Chambers will provide experience in applying academic research to the decision-making process and a valuable insight into the functioning of a mixed panel of Cambodian and international judges.

### **ii) Office of the International Co-Prosecutor**

The Office of the Co-Prosecutor (OCP) offers internship primarily to law students with an interest in gaining experience in the prosecution of breaches of international criminal law. The intern selected will be fully integrated into the OCP and will work in a team of other lawyers and analysts. The intern will offer the team valuable assistance in the preparation of the OCP case and intern will receive a unique working experience. The intern selected will need to be able to multi-task within a team. The work will include the core aspects of building criminal cases such as: fact and legal analysis, information processing and management, administrative tasks and legal research. The intern selected must be able to work in a team of professionally and culturally diverse people. Due to the demands of the OCP it is unlikely that the intern selected would work on one task throughout the internship but on many interrelated activities. The aim of the OCP is to ensure that the intern gains a valuable experience in the realities of working in an international criminal law office as well as to ensure the intern contributes significantly to its work.

### **iii) Office of the International Co-Investigating Judges**

The Office of the Co-Investigating Judges (OCIJ) offers an internship programme to students willing to strengthen their own educational skills as a member of an investigating team. Under supervision, Interns are assigned projects and tasks that are relevant to their educational background and interests and which provide them with the opportunity to put these skills into practice and further develop their technical knowledge. These tasks and project include legal, historical, political or social research on specific issues related to the investigation as well as the management of evidence gathered by the investigating team. Legal interns with a strong grasp of the Civil Law system are favored, but the internship program remains open to persons of diverse educational backgrounds relating to history, law, politics and social sciences. The intern is required to be proficient in either English or French. The ability to speak Khmer would also be of great benefit.

Le bureau du co-juge d'instruction offre des possibilités de stages à des étudiants qui désirent enrichir leurs compétences universitaires en devenant membres de l'équipe en charge de l'instruction. Sous la direction d'un tuteur, le stagiaire se voit assigner des tâches en rapport avec sa formation et son intérêt et qui lui offrent la possibilité de mettre en pratique et d'approfondir ses compétences techniques. Ces tâches consisteront en un travail de recherche en droit, en histoire politique ou encore en sciences sociales sur des sujets relatifs à l'instruction, ainsi qu'à la gestion des données recueillies par les équipes d'enquêteurs. Si les stagiaires disposant d'une bonne connaissance du système de droit continental sont privilégiés, le programme reste ouvert à des personnes d'horizons universitaires différents, notamment en histoire, droit, sciences politiques et sciences sociales. La maîtrise du français ou de l'anglais est requise. La connaissance du cambodgien est un atout.

#### **iv) Defence Support Section**

Interns within the Defence Support Section (DSS) will undertake a wide variety of legal and administrative tasks, working with both Cambodians and foreigners. They will assist lawyers within the DSS and for individual defendants with research on legal issues before the Court, examining the history of the Khmer Rouge period and the offences that are charged. They will attend court to monitor the hearings so as to identify legal problems that arise. Interns will also assist with some of the administrative tasks that the DSS undertakes. An internship with the DSS is an ideal way to put knowledge of internal criminal law into practice and to experience a hybrid tribunal at first hand, and the first war crimes court to use the continental legal system. An intern for the Defence helps make the arguments that can shape the trials.

#### **v) Public Affairs Section and Outreach**

Interns in Public Affairs will undertake a variety of functions in Outreach, Public Awareness and Media Analysis. They may be required to attend and take careful minutes of public awareness forums and meetings throughout Cambodia; work closely with local NGOs to ensure maximum coordination of outreach and information activities; as well as monitor public awareness and attitudes towards the work of the ECCC. Specific projects on public awareness, requiring end of term reports may be assigned. Interns will also be expected to assist with administrative tasks such as; public information program design and revision; website revisions; and information briefings to visiting delegations. Good organizational skills are essential. Public speaking and presentation skills are a definite advantage. Interns will work as part of a Public Affairs team and may be called upon to undertake work directly on behalf the outreach officer or media monitoring officer.

An internship in Public Affairs will provide a unique experience to studying and practice effective mass communication theory in a challenging region, while providing valuable insight into the functioning of a hybrid tribunal.

#### **vi) Virtual Tribunal Project**

ECCC Virtual Tribunal Project offers technical and non- technical internship programmes to students with an interest in web development, content management, editing, writing and developing online web content.

The non-technical interns will be primarily responsible for developing and editing the site content by reviewing, proofreading and editing existing content. The selected interns will assist in collecting relevant court and non-court materials from internal and external sources for publishing. They will support the development team by advising and suggesting dynamic web page features and other illustrations for easy interaction and site navigation.

The technical interns will be responsible for web-development and will assist the designers and web-developers in design and code of web interfaces for rapid, real-time information sharing on the Virtual Tribunal site. They will also assist in the maintenance and configuration of web-site Content Management System (CMS) based in Daisy.

#### **vii) Court Management Section – Witness & Expert Support**

An internship in the Witness and Expert Support Unit provides an opportunity to contribute toward, and develop skills in, the complex legal and administrative issues affecting the practice of witness management, including aspects of witness protection and support services.

Interns will undertake a variety of legal and administrative tasks such as research into comparable internationalised and national courts, analyzing and drafting to assist the development of witness related policies and programs, and the provision of advice to the Co-Investigating Judges, Chambers and parties in relation to protection of witnesses, security and confidentiality, and issues such as trauma and sexual violence. Interns will attend court hearings and will interpret matters arising from judicial motions and decisions, and will assist in administrative legal issues such as contractual agreements with outside bodies. Interns may attend meetings with the judges and parties, and assist witnesses such as by providing general information and orientation and familiarising them with the courts procedures. Travel to provincial areas to meet with witnesses may be involved.

#### **viii) Court Management Section – Interpretation & Translation Unit**

The Interpretation and Translation Pool (ITP) offers internship primarily to translation, terminology or interpretation students with an interest in gaining experience in translation, interpretation, terminology or the management of language services. The intern selected will be fully integrated into the ITP and will work in a team of either translators or interpreters. The intern will receive a unique working experience. The intern selected will need to be able to multi-task within a team. The work will include inter alia principles of translation workflow, principles and practice of legal referencing work, use and maintenance of translation tools and resources, general translation assignments, judicial translation assignments, dummy-booth opportunities and management of language services. The intern selected must be able to work in a team of professionally and culturally diverse people. The aim of the ITP is to ensure that the intern gains a valuable experience in the realities of working in an international language service office as well as to ensure the intern contributes significantly to its work. Interns will be required to possess fluency in the working languages of English and French

**ix) Office of the Deputy Director of Administration**

Interns with the Office of the Deputy Director of Administration will be assigned to one of the major functions with administration services. For the 2012 intake, Interns will undertake project-related work within the Information and Communication Technology Section.