

Cambodia Program Intern

Location: Cambodia (home-based)
Hours: Part-time (20 hours per week)
Duration: 4 months (December 2021 - March 2022)
Compensation: USD 150/month stipend
Application Deadline: Sunday, 12 December 2021
Start Date: As soon as possible

The time to lead is now

Since 2012, Wedu has nurtured the leadership development of over 2,000 women across Asia by supporting their unique, lifelong journeys with mentorship, leadership training, access to customised opportunities, and funding for education through Income Sharing Agreements. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. We believe our global community has the power to achieve large-scale social change and as we take our impact to the next level, we are looking for highly motivated individuals who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equality to join our team. We have successfully delivered projects in Cambodia in partnership with international organisations such as USAID, Canada Fund, the British Embassy and WaterAid.

The Advancing Women's Leadership in WASH program aims to improve women's leadership and gender equality efforts in Cambodia's WASH sector. Women's participation and leadership at all levels of the WASH sector in Cambodia is fundamental to ensuring that national WASH progress contributes to gender equality and that WASH services are provided with women's decision-making, voices are taken into account. Wedu has partnered with WaterAid Cambodia to provide leadership training, networking, group mentorship, and leadership through action opportunities (via community and capstone projects) to over 50 women in the WASH sector. The project will run until March 2022, and is supported by the current MoU agreement between Wedu and the Ministry of Women's Affairs (MoWA).

Wedu has been featured in:



The Role

We are hiring a **Program Intern** who is both passionate about women's leadership and hyper-organised to support the Advancing Women's Leadership in WASH project that Wedu Cambodia Organization is running in partnership with WaterAid.

The Program Intern will assist the Program Manager to support the successful implementation of the Advancing Women's Leadership in WASH program with administrative tasks, logistics and event support, and participant engagement. Strong candidates will love organisation, planning and running events, as well as maintaining engagement with the participants. This role is perfect for someone wanting to gain project management experience in a collaborative and tight-knit environment that will challenge you to think and work with a fresh perspective.

As a member of the Wedu Cambodia team, you will:

- Provide overall administrative and logistical support to the Advancing Women's Leadership in WASH project
- Support project implementation by liaising with key stakeholders, including participants.
- Support knowledge management processes for the project, including updating records, maintaining the database (on excel) and documenting meetings
- Assist with organising and managing online events
- Complete other tasks as needed by this project or Wedu Cambodia Organization

Do you have what it takes?

- Strong interpersonal skills and an exceptional ability to listen and elicit participation and engagement in a virtual setting
- Demonstrated experience working independently and with minimal supervision
- A willingness to learn and grow - both personally and professionally
- A passionate commitment to promoting social change and women's leadership development, and a willingness to go above and beyond in pursuit of Wedu's mission
- Professional proficiency in Khmer and English (spoken and written)
- Proficiency in using Google Workspace (formerly GSuite), MS Office, and zoom
- A university degree (or currently pursuing a university degree) in any field
- Cambodian nationality
- Strong preference for applicants within the Wedu community in Cambodia (e.g. Rising Stars and former Program Participants)

Organizational arrangements

We are looking for individuals who can commit to four months with at least 20 hours per week. As a token of appreciation, we offer a stipend of 150 USD per month. Wedu has flexible working arrangements – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity.

Apply now

Interested candidates are invited to send a CV and Cover Letter to infocambodia@weduglobal.org (include Program Intern in the subject). Shortlisted candidates will be contacted via email. We are looking to fill this position immediately. The priority application deadline is **Sunday, 12 December 2021** and applications will be reviewed on a rolling basis until the position is filled.