



Internship Opportunity

Job Title	Library Project Intern (Part-Time)
------------------	---

Background

Future Forum, a public policy think-tank based in Phnom Penh, has recently established a library and been calling for book donation to support researchers in Cambodia to get better access to research materials within a physical space. Our library is now equipped with access to printed books and reports, and terminals with research tools such as Stata, e-books, academic journals, and periodicals, along with subscription to extensive electronic resources to facilitate public policy research and analysis. Future Forum is recruiting **one (1) Cambodian Intern** for our Library Project to assist with documentation and recording.

Main Activities and Responsibilities

- Assist with recording, documenting, cataloguing and managing purchased and donated books
- Coordinate the book donations through on-site collection and sending out e-mail on call for book donation to our List Serves
- Assist with the purchase of new books and perform similar designated administrative duties
- Assist with developing library outreach strategies (e.g. promoting on social media and developing lending criteria)
- Draft and translate letters pertinent to the project
- Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.

Person Specification

- Undergraduate or fresh graduates in social science or other relevant fields
- Women, disabled people and those with disadvantageous background will be strongly considered
- No work experience is required
- Good command of English and basic computer skills (Ms. Word and Excel)
- Excellent communication skills
- Hardworking and willing to learn
- Able to travel to collect books in Phnom Penh (PassApp or GRAB can be arranged if required).

Remuneration and Benefits

- The Intern will receive a monthly stipend of **150 USD**
- The working duration is 6 months with possibility of extension
- Flexible working hours

- The internship will be based at Future Forum on an average **20 hours per week (half-day work)**, and provided with desk space and access to all materials including journal databases, reading material, subscription-based publications
- **Letter of internship** at the end of the internship program
- Opportunity to attend various research and policy trainings, events and activities of Future Forum.

Selection Process

All candidates are invited to send a CV and a letter of interest (no more than 2 pages to info@futureforum.asia with the subject line “**Library Project Intern**”, no later than **Monday 20 May 2019**).

Shortlisted candidates will be contacted for an interview.