



DESTINATION JUSTICE

## Job Offer - Project Assistant (Part-Time)

### Job Description

#### Engagement

**Position:** Project Assistant

**Term:** minimum 3 months, part-time (24 hours/week).

**Expected Starting Date:** Monday, 23 April 2018

**Salary:** 120-150 USD/month depending on experience

**Benefits:** National social security, Cambodian public holidays and an additional 1 day per month..

#### Location

Destination Justice Phnom Penh office.

#### Team

**Supervisor:** Destination Justice's Technical Advisor

#### Background

Established since 2011, Destination Justice is a social change organisation. We are changemakers who believe that justice is key to a peaceful society — particularly a society where people can resolve their issues by resorting to independent, fair and transparent justice; a society where laws are made by the people, for them, and freely accessible to them; and furthermore, a society where everybody is equal no matter who they are, what they think, or who they love.

To achieve this, we work according to the idea that from little things big things can grow: one mind changed; one piece of information put out there; one practice improved. We set ideas in motion, we provide tools, and we take action when necessary.

Through the **Rainbow Justice project**, Destination Justice aims to foster dialogue in Southeast Asia on sexual orientation, gender identity and gender expression, and sexual characteristics (SOGIESC), and to provide advocacy tools to changemakers for the promotion and protection of the lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community's rights. A partner of Rainbow Community Kampuchea (RoCK) since 2014, our work currently focus on conducting research, delivering advocacy strategies and empowering LGBTIQ individuals in Cambodia.

Building on the previous years' successes and lessons learnt, in 2018, the **Justice Matters project** will focus on empowering policymakers, practitioners, academics and interested citizens to strengthen the Cambodian justice system and access to it through developing free access to legal information and by fostering collaboration within the legal community, specifically by organising the **2018 Justice Matters Conference** which will be held in September 2018.

#### Expectations

##### **Primary Expectation: Rainbow Justice Project**

1. Specifically, assist your supervisor with drafting and preparing documents.
2. Assist in meetings with relevant stakeholders, from Ministries officials to other CSOs.
3. Keep excellent record of meetings and good relationships with all stakeholders, and a continuous dialogue with our donor, Rainbow Community Kampuchea.



4. Keep excellent record of the administration of the project, including accounting and legal requirements.

### **Secondary Expectation: Justice Matters in Cambodia**

1. Specifically, assist the project coordinator with the organisation of the 2018 Justice Matters Conference .
2. Assist in the development of educational activities at the Justice Café, Destination Justice's social enterprise.

### **Other Expectations:**

1. When needed, participate and assist other team members in conducting other tasks related to the organisation's other projects and take part the Justice Café's life.

## **Ideal candidate**

### **Desirable Qualities**

We are looking for someone who:

- Gets things done
- Will work cooperatively and collaboratively in a team
- Has a strong sense of "initiative", "gumption", "common sense"
- Is willing to work learn new things (e.g. technology)
- Will be adaptable, especially in the face of adversity
- May have an interest in collaborating with Destination Justice in the longer term

### **Desirable Skills**

We are looking for someone who:

- Does not fear interacting with others
- Has a problem-solving mind and does not let his/her curiosity on hold
- Knows how to use technology / is willing to learn (e.g. blogging, video making, strong presence on social media, ...)
- Has a nice presentation and behave in a professional way
- Native Khmer and speaks English (intermediate to professional)

### **Desirable Background**

We are looking for someone who:

- Has a background in law, sociology, communications or business management
- Has some experience doing research (any type of research)
- Has experience with youth
- Has experience in animating activities / workshops

Send your CV and Cover Letter to [careers@destinationjustice.org](mailto:careers@destinationjustice.org) **before the 06 April 2018, 5:00pm**. Interviews will be conducted between the 09 and 11 April at Destination Justice office. We strongly encourage LGBTIQ individuals to apply, including those without prior working experience (training will be provided).

Destination Justice is an equal employment opportunity employer. Decisions including hiring, are made without regard to race, color, religion, sex, national origin, ancestry, age, disability, or any other classification protected by law.

