



Commitment to Excellence

Faculty of Law and Public Affairs

PUC Legal Clinic
PUCLC-20140519-VAAA-001

VACANCY ANNOUNCEMENT- ONE VOLUNTEER

PUC Legal Clinic (PUCLC), established and operated since October 2003 under Faculty of Law and Public Affairs, is the first legal clinic based at university in Cambodia. The PUC Legal Clinic's long-term vision is to help develop, enrich, and sustain legal ethical legal awareness, knowledge, and practice throughout Cambodia where such actions will help guarantee fair and equal access to justice and rights protection to all members of society.

Due to the need for more administrative support, PUCLC is seeking a volunteer to function as its Administrative Assistant.

Required Qualifications:

- Good administrative skills
- Excellence communication skills
- Ability to multi-task and work in a team;
- Excellent word processing, data entry and internet search skills;
- Ability to learn quickly and manage change;
- Demonstrated commitment to quality client service;
- Very good command in English.

Duties and Responsibilities:

- Provision of daily administrative support to PUCLC and working closely with all concerned departments.
- Coordinating and communicating with professors, students and staff regarding class creation, cancellation, makeup and changes
- Provision of all information related to universities or PUCLC' policies, programs to professors, staff, students and public.
- Organization of meetings, workshops, conferences, public lectures, study visits and other events
- Receiving and Dealing with students and professors' complaints related to academic issues
- Coordinating students' internship program, senior project, legal research and review, and career counseling.

Required documents and deadline:

All interested candidates shall submit **CV** and **Statement of Competency** covering qualifications and responsibilities above to PUCLC, PUC South Campus, Annex Building, 2nd Floor by **June 15, 2014**. Only shortlisted candidates will be contacted for interview.

Contact:

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