

In this Internship Guideline we would like to provide some basic information for our future interns.



### Office tasks

The main purpose of an internship at Konrad-Adenauer-Stiftung (KAS) in Phnom Penh is gaining professional skills and practical knowledge. During their time with us interns support the whole KAS team in its duties. Accordingly the tasks of our interns are diverse and multifaceted. Of course thematic priorities and preferences of our interns can be taken into account. Once the internship is completed the intern will receive a certificate indicating the length of stay and the assignments worked on during the

time in our office.

You can expect to engage in a wide range of responsibilities and you will also have the chance to bring in your own ideas. If you are dedicated to the work at KAS you will even have the opportunity to implement your own project. Furthermore KAS Cambodia provides interns with the option to write their own research paper. This can take the form of a research or bachelor paper required for your studies or a report to be published by KAS.

Additional tasks are:

- Participation in conferences, workshops, trainings and monitoring of the former
- Assistance in writing articles and doing literature research
- Maintenance of the website and other social media
- Daily administrative jobs
- Organizational assistance with planned and ongoing business operations
- Translation and proofreading of reports and internal documents from Khmer to English and vice-versa (Khmer interns only)

### Working hours

Morning: 08:00 – 12:00

Lunch break: 12:00 – 13:30

Afternoon: 13:30 – 17:00

### Basic office supplies

Folders, pens, clippers, notebooks etc. are provided. Books, newspapers, magazines are displayed on the book shelves in the



meeting rooms on both 1st and 2nd floor. Coffee, tea and water are available in the kitchen on the 2nd floor.

### Requirements

- Study areas of Political Science, Economics, Journalism, Law and Public Management are preferred
- Advanced stage of studies (3rd year or higher)
- Computer skills including, especially proficiency in Microsoft Office applications
- Loyal, committed, team-minded, honest, hardworking and eager to learn
- No previous work experience required

Interns are remunerated with 115 USD per month. They will acquire a broad variety of learning for their future professional life, improve their English skills and gain intercultural experience. Working in a small team requires a high degree of commitment. In addition to the work in our office applicants should be willing to take part in occasional evening and weekend events organized by KAS or one of its partners. Furthermore working in a political institution necessitates discretion and sensibility. Even though the foreign offices of political foundations do not have the same legal status as a diplomatic mission we see ourselves as representatives of German foreign policy. Therefore diplomatic conduct is expected of every intern.

### Language Skills

The working language in our office is English. Excellent English writing and speaking language ability are a must-have requirement for external communications, report writing and daily office communication. Knowledge of the Khmer language is a plus but not necessary. Interns with good Khmer proficiency can be of great help in support in translation tasks.

### Internship period

Usually the internship's duration is three months.

### Preparation

In the months before the internship begins it is a good idea to carefully read the office website, to learn about the local partners and to consult the English newspapers (The Phnom Penh Post, The Khmer Times) in order to be informed about current developments in Cambodia.

### Visa

Unfortunately the office cannot apply for your visa so you need to contact the Cambodian Embassy for your visa application. In addition the office cannot cover any costs that may incur such as visa fees and travel insurance. Please make sure to obtain your travel insurance before coming to Cambodia.

As we are registered as an NGO in Cambodia you are eligible to apply for a free of charge NGO-visa. We strongly advise you to do



this. Visas can be obtained from the Royal Embassy of Cambodia in your respective country.

Necessary documents will be sent to you upon request. The visa extension in Cambodia, that you most probably need to do, takes approximately ten working days.

### **Health advice and medical assistance**

Drink lots of water. Never drink pure tap water. Bottled water is available everywhere but please buy well-known brands. Use an insect repellent against mosquitoes. It is the only way of protection against mosquito-borne diseases. Since Cambodia has a hot and humid tropical climate casual and lightweight clothing is recommended. Clothes made from natural fiber are the best option. A hat and high-factor sun block is advisable for protection against the sun. There are many international clinics and hospitals in Phnom Penh. We will provide advice in case of an emergency.



### **Climate**

Cambodia has four seasons:

- December – February: cool / dry
- March – May: hot / dry
- June – August: hot / rainy
- September – November: cool / rainy

Rainy season in Cambodia is usually quite predictable with sunshine in the morning and up to three hours of rain in the afternoon. Please note that after heavy rain most parts of Phnom Penh will be flooded and some areas will not be accessible. This lasts for up to one hour after the rain has stopped.



### **Exchange Rate and Money**

The local currency is Riel. However, the US Dollar (USD) is widely used in Cambodia. We therefore recommend exchanging your country's currency to USD. The commonly used exchange rate is 1 USD to 4000 Riel. Supermarkets and some other shops might have a different exchange rate up to 4200 Riel for 1 USD. Money exchange is available at Phnom Penh and Siem Reap International Airport, hotel reception, retail banks and local Markets. Retail banks and local markets often offer a particular good exchange rate. In addition credit cards such as Visa or Master are widely accepted for payment in Phnom Penh. Also you can withdraw money from ATMs of both international and local banks. Please be aware that you will be charged between 3 to 6 USD for every withdrawal at ATMs. We strongly advise you to get in contact with your bank and discuss your stay in Cambodia at least a month before your arrival.



### **Transportation from Phnom Penh Airport to the city**

Take a TukTuk which costs between 7 to 10 USD to get to the city center. If you arrive late you may consider taking a taxi as it is safer. Costs are 15 USD.

### **Dress Code**

The office dress code is smart casual. During workshops or meetings with high ranking officials, suit, jacket and skirt are required.

### **Accommodation**

For the first week in Phnom Penh it is advised that you stay in a guesthouse. During the first week you will have time to look for an apartment. Alternatively you can find apartments online prior to your arrival on the websites mentioned below.

#### **Apartments and shared housing for long-term stay**

There are a number of affordable apartments in Phnom Penh. Prices range from 150 to 350 USD depending on the location and condition of the apartment. Normally it is an apartment with one bedroom, living room, kitchen and bathroom. The price is usually exclusive of water and electricity.

Another option, preferred by many interns, is living in shared houses because the costs are lower and it ensures first social contacts. Plenty of young professionals, interns and students stay in Phnom Penh short-term. Hence there is a constant search for new long- and short-term roommates. Prices range from 100 to 300 USD for one room in a shared apartment, usually excluding electricity and water.

The following websites provide accommodation advertisements:

<https://de.airbnb.com/s/Phnom-Penh--Cambodia>

Facebook page: Phnom Penh Housing

You can also contact real estate agencies. They do not charge you any commission as they receive it from the landlord. Please make sure to check details in the lease contract very carefully before signing.

### **Food and living expenses**

Living expenses vary depending on one's life style. A meal in a non-Asian restaurant is between 3 to 6 USD; in a Chinese or Khmer place you can get food for only 1 to 2 USD. Going by motorbiketaxi within the city is between 1 to 3 USD while TukTuks are usually a bit more expensive. In total one should calculate around 600 USD per month.

If you bring a lunch box to the office there is a fridge and microwave as well as enough bowls, plates, spoons and knives in the kitchen.

In addition there are some good restaurants and cafés nearby.



Groceries are generally cheaper at local markets than in the supermarkets. However, hair- and face care products are rather expensive (shampoo: 3 USD and above).

### **Shopping**

- Russian Market
  - Central Market
  - Phnom Penh night market (Riverside)
  - Sorya Shopping Center
- Paragon Mall
  - Aeon Shopping Mall

Local shops are generally open from 06:30 to 18:00 daily. Department stores are open until 20:00 (Aeon Shopping Mall until 22:00). There are mini marts and shopping stalls for tourists open 24 hours a day in Phnom Penh and Siem Reap. Banks are open from 09:30 to 15:30 from Monday to Friday.

### **Internet / Phone**

Normally Wifi is provided in your apartment or shared house free of charge. Just in case there is no internet connection in your place there are plenty of cafés in Phnom Penh where you can use Wifi while enjoying a cup of coffee.

4G is widely used in Phnom Penh so you could also buy an internet USB-stick which would allow you to use internet everywhere. In order to connect you also need to buy a SIM card and top up its balance.

Prepaid SIM cards can be purchased in most mobile phone shops or at small stalls on the sidewalks. One SIM card costs about 5 USD plus a small monthly fee for mobile data. SMART, Cellphone and METFONE are recommended providers.

### **Transport**

Phnom Penh central area is quite small so it is very easy to get around by bicycle which is also the cheapest option. Please take care of your bags when riding a bike! You can buy a used bicycle for the price of 30 to 50 USD and there are lots of repair shops around the city in case you have any problem with your bicycle.

It is true that going around in Phnom Penh by motorbike is one of the cheapest means of transportation and motorbike drivers can be found everywhere. Depending on the distance you will normally pay around 1 to 3 USD but for short distances it might only cost you 2000 to 3000 Riel.

Going by TukTuk is more expensive but also more comfortable and safer. Moreover one TukTuk can carry four to six people. If you travel alone by TukTuk within the city it usually costs around 2 to 5 USD depending on the distance. Additional charges might incur depending on the number of

passengers. Make sure to negotiate the price with the drivers before you let them take you to your desired destination. A good way to order TukTuks cheap and conveniently are the mobile apps "PassApp" and "Grab".

It is also possible to rent a motorbike. The most popular company is "Lucky Lucky" (Adresse: No. 413Eo, Preah Monivong (St. 93), Phnom Penh) which charges 35 USD for a manual and 70 USD for an automatic motorbike per month. Although many foreigners use this company the bikes are not in a really good condition. So it might be worth it to invest a little bit more and find another place for renting like "Two Wheels Only" (No. 34C, Street 376, Phnom Penh).

### **Contact of previous Interns**

If you want to have more information about your fellow KAS interns' experiences in Phnom Penh please ask us for their contact details. We also have a Facebook-group for the exchange between our interns.