

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Project Internship
ACCOUNTABLE TO	District Project Manager (TEP Siem Reap)
LINE MANAGEMENT	N/A
LOCATION	Kralanh office with occasional travels to other project locations and offices
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full Time, Fixed Duration Contract (9 months)
DATELINE OF THE APPLICATION	31 July 2026
START DATE	August 2026

About StudyBeyondBorders (SBB Cambodia)

SBB Cambodia is a non-governmental organisation registered in Cambodia and operating in rural areas of Battambang, Oddar Meanchey, and Siem Reap Provinces. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

Working within the government primary education system, we partner hand-in-hand with schools in northern Cambodia to champion the professional growth of teachers and school leaders. Locally driven and internationally engaged, we combine respected research with contextual wisdom to co-create relevant solutions that embed ownership directly with local educators. Together we draw on evidence to ensure students have access to quality, inclusive teaching and learning, and to support the translation of evidence-based insights into policy and practice through advocacy. This serves to foster system-wide change, securing a brighter future for Cambodian children and their communities.

Our Transform Education Program and EPIC Research Alliance Project form the lead initiatives and are supported by our Shared Services platform, which enables all of our work. We seek to embed all our work at the school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	- Currently studying or recently graduated in Education, Business Administration, Management, or a related field. - Strong interest in education and community development. - Basic computer skills, including Microsoft Word, Excel, and PowerPoint.
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	- Good communication and interpersonal skills. - Ability to organize tasks and pay attention to detail. - Willingness to travel to schools within the project districts. - Ability to work collaboratively in a team environment.
Qualifications, skills and experience – DESIRABLE	- Good organizational and time management skills. - Accuracy in data entry and record keeping. - Responsible, reliable, and proactive. - Ability to manage multiple tasks and meet deadlines. - Positive attitude and willingness to learn. - Commitment to child safeguarding and professional ethics.
Personal Characteristics:	- High level of initiative and capable of working unsupervised - Keen to collaborate with others and develop the skills of others to help achieve results - Respectful with a high level of honesty and integrity - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - Capable of building and maintaining trusted relationships and able to communicate and collaborate with colleagues and partners - A high attention to detail in all aspects including project management and data management
Responsibility for Values	Active commitment to the StudyBeyondBorders Development Philosophy and values; - Respect Integrity Competency Courage Innovation

The role

The Internship will support the implementation of the Transform Education Program and assist the administration tasks in Kralanh and Srei Snam office of Siem Reap province. involves assisting the workshops/meetings logistics and expense, organising the teaching resource, and delivery, Assist in Data entry and gathering feedback from beneficiaries for continuous improvement to realise the project's expected results.

While the key Responsibilities and Tasks assigned to this role are listed below, the Intern may also be required to address cross-cutting and emerging issues that may impact the effective operation of the organisation and its projects.

Responsibilities (R) and Tasks (T)

R1: Assist the District Project Managers in coordinating logistics and managing expenses for workshops and meetings involving teachers, mentors, master mentors, and school leaders and Teaching Development Center Operation

- Support the planning and coordination of logistics for workshops, meetings, and training sessions.
- Prepare training venues, equipment, stationery, and participant materials.
- Assist with participant registration and attendance records.

- Coordinate refreshments, transportation, and accommodation (where required).
- Ensure all workshop materials are available before activities begin.
- Support the team in packing and transporting materials to activity venues.
- Assist in preparing and organizing supporting documents for workshop and meeting expenses.
- Collect invoices, receipts, attendance sheets, and other required documentation.
- Support the submission of expense claims in accordance with organizational procedures.
- Maintain organized administrative records for project activities.

R2: Support the district team by organizing project documentation, preparing and distributing teaching and learning resources, maintaining inventory records for program equipment, entering and maintaining project data, providing general administrative support, and carrying out other duties assigned by the District Project Managers.

Data Entry and Documentation

- Enter project data accurately into designated databases or spreadsheets.
- Assist in checking data quality and completeness.
- Organize digital and hard-copy project documents.
- Support the preparation of simple reports and activity summaries when required.

Resource Preparation and Distribution

- Prepare, package, and organize teaching and learning resources for schools.
- Support the delivery and distribution of project materials to target schools.
- Assist in maintaining inventory records of project resources and equipment.
- Report any shortages or damaged materials to the district Project Managers.

Other Duties

- Participate in team meetings and learning sessions.
- Provide general administrative support to the district team as requested.
- Carry out other reasonable duties assigned by the District Project Managers.

Working at SBB Cambodia

The regular working week is 40 hours. Leave entitlements include 18 days annual leave, accessible on a pro-rata, pre-approved basis; up to 10 days sick leave; and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SBB Cambodia is committed to protecting the rights of children and vulnerable people. The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SBB Cambodia is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were....and the results were.....'.

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SBBC organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBB Cambodia is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

LinkedIn : www.linkedin.com/company/seebeyondborders