

Job Description – Legal Intern

Job title:	Legal Intern
Location:	Sok Xing & Hwang offices, based in Phnom Penh
Reporting:	A legal professional or lawyer of Sok Xing & Hwang
Work hours:	Full-time, along side legal staff, generally from Monday to Friday during the working hours below: <ul style="list-style-type: none">• Morning: from 8:00 A.M. to 12:00 P.M.• Afternoon: from 1:30 P.M. to 5:30 P.M. Or 1:00 P.M. to 5:00 P.M.

Due to the nature of the internship assignment, legal interns and staff at Sok Xing & Hwang are sometimes required to work outside normal hours because of necessary assignments. For this reason, Legal Intern is expected to be flexible and may be asked to sometimes work outside of normal work hours.

About the Firm

Sok Xing & Hwang (“Sok Xing & Hwang” or the “Firm”) is a premier law firm committed to the highest standards of integrity and excellence. Registered with the Bar Association of the Kingdom of Cambodia, we are leaders in labor and employment law and facilitate strategic investments in labor-intensive industries in Cambodia.

Position Overview

Legal Intern will have the opportunities to work with and learn a myriad of legal skills from experienced legal professionals of Sok Xing & Hwang as they prepare to pursue their legal career. Under the guidance and supervision of our legal professionals, Legal Intern will conduct legal research, prepare legal memoranda, assist legal staff in communicating with and submitting applications to relevant government agencies, assist in the preparation of training, seminars, and workshops, and provide oral and written translation for relevant activities.

Duration

This legal internship program runs for a period of 3 (three) months.

Key Duties and Responsibilities

Provision of legal assistance to a legal professional or lawyer of the Firm:

- Under the direction and guidance of a legal professional or a lawyer, carry out legal research and draft legal memoranda on topics related law on commercial enterprises, labor law, tax law, secured transaction law, land

law, and other laws and regulations, as assigned by the legal professional or lawyer;

- Assist the legal professional or a lawyer in reviewing documentation and provide translation from Khmer to English or from English to Khmer;
- Communicate with concerned governments agencies to inquire about updated procedures;
- Under the direction and guidance of a legal professional or a lawyer, submit relevant documents to the government agencies in accordance with the procedures; and
- Provide oral and written translation to a legal professional or lawyer.

Training, Workshop, or Seminars:

- Assist in the preparation and review of materials for training, workshops or seminars;
- Assist to develop and implement trainings, meetings and programs which respond to the needs of clients of the Firm; and
- Participate in trainings, meetings, and programs and take notes.

Under supervision and direction of the legal professional or lawyer, preparing publications and other materials, and systems and research tools:

- Assist in the preparation of publications (including brochures, legal pointers, and legal updates) and other materials
- Assist to review and update relevant legal research tools
- Assist in the translation of the materials from Khmer to English or from English to Khmer

Other:

- Join in the planning process of project activities;
- Liaise with clients and entities in the private, public and International Organization/Non-Governmental Organization sectors to ensure smooth implementation of deals;
- Provide assistance to other staff and colleagues at the Firm when and where there is appropriate request (with approval of supervisors); and
- Perform other tasks as assigned or requested by supervisors, as necessary.

Required Qualifications

- At least in fourth year of a bachelor program in law, or a Bachelor Degree in Law
- Fluency in oral and written communication skills in Khmer and English
- Dedicated commitment to learn new legal skills, high self-motivation, ability to take initiative, ability to work efficiently under pressure and ability to work creatively in a team
- Meticulous attention to details

- Honest and ethical individual who works to the highest standard of integrity and propriety

How to Apply for the Legal Intern Position

Interested candidates should send the following to Ms. Tith Sideth, Finance and Administration Coordinator, at sideth.tith@sxhlaw.com; or deliver to Sok Xing & Hwang at No. 27B, Street 240, Chaktomuk, Daun Penh, Phnom Penh, not later than 17:00 hrs, Friday, 15 June 2018.

- CV with 3 referees; and
- Cover letter addressing the above required qualifications