



## BOLLETTINO INTERNSHIP

A.A. 2010-2011 del 01.04.2011

**Vi ricordo che relativamente alle proposte di internship descritte, URISP svolge attività di comunicazione e diffusione e non si occupa della gestione dei progetti.**

Le proposte sono pubblicate anche sul sito di URISP [www.fscpo.unict.it/europa](http://www.fscpo.unict.it/europa)

# 1. Pfizer EU Government & Public Affairs Internship Public Affairs Europe

## Scope

The Pfizer EU Government & Public Affairs group in Brussels is seeking a graduate student to undertake EU policy monitoring, research, and analysis and to assist in project management, political outreach and communication activities on key healthcare reform issues.

The assignment is for one year, and will report to a Director, EU Government & Public Affairs. The particular policy areas may include a broad range of issues; from European research and innovation, public access to health and medicines information, national government prescription medicines reimbursement policies, parallel trade of medicines in Europe and disease area policies, such as oncology and cardiovascular disease.

Start

Date: ASAP

Location:

Brussels,

Belgium

Type

of

contract:

Interim

Status

## Background & Competencies Needed

The ideal candidate will have a graduate **degree in EU political science**, economics, law or public policy. Excellent English speaking and writing skills are a must, and additional European language skills are recommended.

## Other skills

Ability to conduct thorough research and provide detailed, clear and concise analysis

Ability to use computer and internet technology efficiently for research, monitoring and communication activities

Ability to learn quickly and work with minimum supervision

## Main Responsibilities and Tasks

Monitor EU developments in assigned policy areas



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Research, gather and analyze arguments in assigned policy areas

Assist in writing and production of key internal/external policy-related documents

Assist in organization of events, conferences and development of briefing materials

Actively participate in team meetings

Please send your CV and motivation letter to: Celine Collet Randstad Belgium Woluwé Office Consultante – Consultante tél. 02 629 78 43 fax 02 640 56 36 [www.randstad.be](http://www.randstad.be) [woluwe\\_151@randstad.be](mailto:woluwe_151@randstad.be)

## 2. Internship

The Institute of International and European Affairs, a leading independent think tank based in Dublin, Ireland, is seeking an intern to assist in its work related to the European institutions, and in particular the European Parliament.

### The main duties will include:

- Assisting research into specific policy areas, tracking political and policy developments, preparing briefing notes, responding to requests for information;
- Providing administrative support to project working groups, taking minutes at meetings, handling correspondence, managing databases, updating website content;
- Helping with event management, including ushering;
- Assisting with the fact-checking, editing and proofreading of articles, blogs and other written materials.

### Requirements:

- 1st class or high 2.1 degree in a relevant field such as International Relations, European Affairs, Law or Economics;
- Work experience in a related field;
- Superior research, writing and editing skills;
- Attention to detail, accuracy and efficiency.



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- Quantitative research skills and/or advanced IT skills a bonus.

### Application details:

The placement will be for a three to six month period. The position is unpaid. Please state your availability in your cover letter.

Applications will be processed on a rolling basis. The advertisement will remain posted until the position is filled. If short-listed, applicants should expect to be invited to an interview at the IIEA.

Due to the volume of applications, we will only be able to respond to successful applicants.

To apply please send a CV and covering letter to Fionnuala Keane at [jobs@iiea.com](mailto:jobs@iiea.com). EuroPass CVs are strongly discouraged.

## 3. UNU-ViE Internship Programme

Organizational Unit: United Nations University – Vice-Rectorate in Europe (UNU-ViE)

Reference Number: UNU-ViE/IDEAS/2010/10

Applications: *By email to:* [internship-applications@vie.unu.edu](mailto:internship-applications@vie.unu.edu)

*By post to:*

*UNU-ViE Internship Coordinator*

*Hermann-Ehlers-Str.10*

*D-53113 Bonn, GERMANY*

Application deadline: rolling

The UNITED NATIONS UNIVERSITY Vice Rectorate in Europe (UNU-ViE) is an integral part of the Rector's office and the first Vice Rectorate of UNU outside the headquarters in Tokyo, Japan. Established in May 2007 in Bonn, UNU-ViE strengthens the presence of UNU in Europe. UNU-ViE is dedicated to the development of knowledge-based sustainable solutions for global problems and is therefore an active



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organizer of international science policy dialogues for sustainability. For more information regarding UNUViE, please visit our website, [www.vie.unu.edu](http://www.vie.unu.edu) .

The section IDEAS of the Vice Rectorate of the United Nations University (UNU) in Europe aims at strengthening institutional growth of UNU in the world with particular emphasis on Europe, Africa and the Commonwealth of Independent States (CIS). These institutional development issues are the core focus of the executive office.

### Responsibilities:

- Translate different types of texts from English and French (and vice-versa), notably institutional, strategic, scientific, and legal concepts and papers;
- Assist in the drafting and preparation of reports, concept notes, visit agendas, correspondence, presentations, and other material relating to the Vice-Rectorate's activities in Africa, including legal documents such as Letter of Intents and Memoranda of Understanding;
- Develop an English/French glossary of the most frequently used terms with regards to Disaster Risk Management;
- Proof-reading and copy-editing activities;
- Support the Vice Rectorate's strategic planning and institutional development related activities;
- Assist in the organization of events, acting as interpreter and translator if need be;
- Assist the Programme Coordinator / head of Executive Office in all necessary academic and/or administrative tasks as the needs arise;
- Other tasks related to the IDEAS Unit as appropriate.

The involvement in this project offers the possibility of engaging in an interesting field of work in an international environment.

### Profile and Qualifications:

- Field of Study: **International Relations**, International Development, International Law, Translation, **Political Science**, or **related field**;



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- Excellent command of English, good command of French strongly preferred, other languages, such as German, will be considered an asset;
- Ability to work productively and maintain effective working relationships with people of different national and cultural backgrounds;
- Computer software skills (e.g. MS Office).

### Internship:

The successful candidate will be based at UNU-ViE in Bonn on a full-time basis (35 or 40 hours per week) for a contractual period ranging between 3-6 months. The internship is not remunerated. Next to a set of interesting and unique tasks, we offer you insights into the structure and functioning of the United Nations University. Your internship at the Vice Rectorate in Europe gives you the opportunity to collect work experience in a multi-cultural work environment.

Starting Date: As soon as possible.

Application Procedure: Interested applicants should submit their application, preferably by e-mail, and must include the following:

- Curriculum Vitae in English;
- Cover letter in English:

outlining your motivations, possible contributions to the programme and future career goals;

Completed UNU-ViE application form (downloadable at:

<http://www.vie.unu.edu/article/read/aboutthe-internship-programme>, under Working Conditions);

- Two letters of recommendation.

For more information about the UNU-ViE internship programme, please visit the website

<http://www.vie.unu.edu/article/read/about-the-internship-programme>.

For more information about the application procedure, please visit

<http://www.vie.unu.edu/article/read/application-procedure>.



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# 4. THE INTERNATIONAL COUNCIL ON HUMAN RIGHTS POLICY

## OFFERS INTERNSHIPS AT ITS SECRETARIAT IN GENEVA

The International Council on Human Rights Policy is seeking interns for a six month period from July - December 2011. Internships are for graduate students with an interest in specific areas of the ICHRPs current work.

## INTERNSHIP PERIODS AND DEADLINES

The Internship programme starting and ending dates are 1 July to 31 December 2011.

Two vacancies are available. **The deadline for applications is: 15 April 2011.**

## IMPORTANT INFORMATION REGARDING VISA AND PERMITS

Applications are welcomed from candidates from all countries; ICHRP particularly welcomes applications from outside Europe.

Candidates from countries requiring a visa to live and work in Switzerland should however be aware that visa and travel applications can be lengthy. Please note that this may change further depending on the status in the country of current residence, if different from country of origin. (Visit [www.ch.ch](http://www.ch.ch) and click on "entrée en Suisse" for relevant information). Applicants are advised to apply as soon as possible.

According to Swiss law persons who will be over the age of 30 on the scheduled date of completion of the internship are considered ineligible for entry into Switzerland as interns and therefore need not apply.

Rue Ferdinand-Hodler 17, CH-1207 Geneva, Switzerland ▪ Phone: +41 (0) 22 775 33 00 ▪ Fax: +41 (0) 22 775 33 03 ▪ [ichrp@ichrp.org](mailto:ichrp@ichrp.org) ▪ [www.ichrp.org](http://www.ichrp.org)

## PURPOSE OF THE INTERNSHIP PROGRAMME

1. The purposes of the internships are:

- a. Provide the intern with experience of current human rights issues at an international level and an insight into the work of the ICHRP; and
- b. Permit the ICHRP to benefit from the assistance and contribution of the selected interns.



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2. The relationship between the ICHRP and the intern is intended to be one of mutual benefit. Interns will work closely with ICHRP staff according to the needs of the work and their own areas of interest.

3. Interns may be involved, inter alia, in: researching human rights issues, drafting analytical papers and reports, providing substantive and technical servicing of meetings, providing support on communication, mailing and database, and supporting other activities, depending on the ICHRP's needs. Interns should expect to assist with both research and administrative work.

### QUALITIES REQUIRED

Interns will be selected on the basis of merit taking into account the qualities they demonstrate.

Selection criteria include:

- \_ Evidence of a strong interest in the promotion and protection of human rights.
- \_ Current post-graduate studies and/or a graduate level degree in disciplines related to the work of the ICHRP e.g. International Law, International Relations, Political Science, History, Social Sciences. Preference will be given to those, within these disciplines, who have specialised in human rights.
- \_ Spoken and written fluency in English. Additional language skills may be an advantage.
- \_ Computer literacy and familiarity with commonly used software (i.e., Microsoft Office, Internet applications).
- \_ A high level of motivation, a responsible attitude and good organisational skills, along with the ability to work as a member of a team and participate in a wide variety of tasks.

### INTERNSHIP DURATION

Internships are offered for a period of six months. In exceptional circumstances, four-month internships may be offered.

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### CONDITIONS OF SERVICE



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1. Selected interns will be assigned to work with an ICHRP staff member who will be responsible for providing them with a description of activities and a work-plan.
2. Confidential and unpublished information obtained during the internship may not be used by interns without the written authorisation of the Executive Director.

### REMUNERATION

Internships are not remunerated, although a stipend to assist with the cost of living is offered.

Interns are responsible for making their own travel arrangements and for obtaining visas, and must have their own health insurance.

### PROCEDURE FOR APPLYING

Applicants must submit the following documents:

1. A completed application form.
2. A short writing sample in English (maximum 3 pages).

All application material must be submitted together. Incomplete applications will not be reviewed.

Short-listed candidates will be contacted by email or mail to arrange an interview over the phone or in person. Unsuccessful applicants may reapply at a later date.

Please keep a photocopy of your completed application for your files. Given the volume of incoming applications, we will not be able to return any of the materials we receive.

### Address for applications

Please send the completed application forms by email to [ichrp@ichrp.org](mailto:ichrp@ichrp.org). Please include in the subject line of your email "internship programme – 2011- Second Cycle".