

Internships in the Disarmament and Non-Proliferation Section Department of Foreign Affairs and Trade

Applications are invited for an internship in the Disarmament and Non-Proliferation Section of the Department of Foreign Affairs and Trade.

Disarmament and non-proliferation are key foreign policy objectives for Ireland and the primary work of the Section involves articulation and advancement of Government policy domestically and internationally.

There is one position available for a period of eleven months, commencing in **March 2018**.

Qualifications/Experience:

- A first or second class honours degree in International Relations, Law, Politics or another relevant discipline is required;
- A good knowledge of and interest in international relations, particularly on disarmament and non-proliferation issues and a good understanding of the role and foreign policy priorities of the Department of Foreign Affairs and Trade.
- A good knowledge of EU and UN processes would be advantageous;
- Previous work experience in multilateral institutions would be desirable;
- Good computer and research skills; good written skills, and an ability to work both independently, and in a team, are essential.
- Strong organisational skills and previous event planning experience would be desirable.

Candidates who have previously undertaken an internship or employment of six months or more in the Department of Foreign Affairs and Trade or in an Irish Diplomatic Mission abroad are not eligible to compete.

Completed applications consisting of a CV detailing qualifications, work experience and other skills, names of two referees and a short covering letter outlining your suitability for the position, clearly marked, INTERN APPLICATION, should be submitted electronically by close of business on **Friday, 9 February 2018** to:

Director for Disarmament and Non-Proliferation
Department of Foreign Affairs and Trade
80 St Stephens's Green
Dublin 2
Email: Disarmament@dfa.ie

Selection will be on the basis of a competitive interview. Candidates will be short listed for interview on the basis of information supplied in their applications. Other internship positions may subsequently arise in other Divisions in the Department, or in missions abroad, and candidates on the panel may be considered for this position.

Interviews are likely to take place in the week commencing **26 February 2018**.

Contractual information:

The applicable pay rate is that of the first point of the Executive Officer salary scale.

Location: The internship position will be based at the Department of Foreign Affairs and Trade, Dublin 2;

There is no entitlement to Civil Service status.

Eligibility: Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. *A candidate who is in doubt in this regard should consult with the Department of Business, Enterprise and Innovation.*

The Department of Foreign Affairs and Trade is an Equal Opportunities Employer. It should be noted that any attempt, direct or indirect, by a candidate to influence the selection process will automatically disqualify the candidate.