

Internships in the Human Rights Unit of the Department of Foreign Affairs and Trade

Applications are invited for internships in the Human Rights Unit of the Department of Foreign Affairs and Trade, and possibly other offices of the Department.

Human Rights are accorded a high priority in Irish foreign policy. The Human Rights Unit coordinates Ireland's international human rights policy, and ensures that human rights concerns are given full expression in all areas of the Government's foreign policy.

The positions in the Human Rights Unit are for a period of up to eleven months, with the first position commencing in April 2016. A number of other positions may also be available. A shortlist of suitable candidates will be established from which the internship positions will be filled.

Successful candidates will possess the following qualifications/experience:

- A first or second class honours degree in Law, International Relations, Human Rights, Politics or another relevant discipline is required.
- A post-graduate or professional qualification is desirable.
- A good knowledge of International and/or Human Rights Law.
- A strong interest in human rights, foreign policy and current affairs.
- Work experience, preferably of at least 6 months duration, with organisations working in the field of human rights would be desirable.
- Good computer skills.
- Flexibility, initiative, good judgement, excellent drafting skills and the ability to work with a team.
- Proficiency in the French language, while not essential, is desirable.

Please note that candidates who have previously undertaken an internship 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.

Candidates wishing to apply for the intern positions should complete the application form (English and Irish versions available; **please do NOT submit CVs**). **We strongly advise applicants to ensure that they are using the 2016 application form.** If candidates wish to be considered for positions, this should be clearly indicated. Please use a clearly legible computer font to complete this form.

Handwritten applications will not be accepted. Completed application forms, clearly marked, INTERN APPLICATION, should be submitted by **close of business, Thursday, 4 February, 2016** to:

Mr. Colin Wrafter
Director
Human Rights Unit
Department of Foreign Affairs and Trade
79-80 St. Stephen's Green
Dublin 2
Email: hruintern@dfa.ie

Applications can be submitted by post or by e-mail.

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Applications received after the closing date for applications will not be considered. Selection will be on the basis of a competitive interview. If a large number of applications is received, candidates will be shortlisted for interview on the basis of information supplied in their application. A response will issue to successful candidates within one month of the closing date. Interviews are likely to take place in Dublin during the week beginning 22 February, 2016.

Contractual information:

The pay rate applicable to all interns is that of the first point on the Executive Officer grade in the Civil Service. There is no entitlement to Civil Service status.

Eligibility:

Citizens of non-European Economic Area (EEA) States are not eligible to compete. 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 the Department of Jobs, 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.**