

# 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 in the Permanent Mission of Ireland to the UN, Geneva, and the Embassy of Ireland, The Hague

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, Dublin and in the Permanent Mission of Ireland to the UN, Geneva and the Embassy of Ireland, The Hague, are for a period of up to eleven months, with the first position commencing in July 2018. 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 these positions. 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 judgment, 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 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.**

Candidates wishing to apply for the intern positions should email [hruintern@dfa.ie](mailto:hruintern@dfa.ie) to request an application form (English and Irish versions available - **please do not submit CVs**). Please use a clearly legible computer font to complete the form. Handwritten applications will not be accepted. Completed application forms, clearly marked, INTERN APPLICATION, should be submitted by **close of business, Friday 27 April 2018** to:

Ms Martina Feeney  
Director  
Human Rights Unit  
Department of Foreign Affairs and Trade  
79-80 St, Stephens Green  
Dublin 2  
Email: [hruintern@dfa.ie](mailto: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 circumstance 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 two weeks of the closing date. Interviews are likely to take place in Dublin during the week beginning Monday 14<sup>th</sup> May 2018.

**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 in 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.**