



An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

Internship at the Embassy of Ireland, Paris

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Embassy of Ireland is currently accepting applications for **one 6-month internship**.

Application:

Candidates are invited to send in a CV with a motivation letter by close of business on **Friday 13th December 2019**.

Applications should be sent by **email** to Martine[dot]alix[at]dfa.ie
Please mark your email Subject: SURNAME – FIRST NAME – STAGE

The internship will start on or near **20th February 2020**.

Successful candidates at master's level should have a good knowledge of European and international affairs; excellent spoken English and French; and be able to ***write fluently, without syntax or grammar errors, in English***. Preference will be given to candidates with fluent written French also. Levels of English language required: C1 or C2 (a language test will be conducted during the interview).

The competition is open to candidates of all nationalities, in conformity with French law for the duration of their stay in France. Candidates must be in possession of, or be able to obtain, a "**convention de stage**". The Embassy can advise or inform candidates about the convention de stage, please send your query to the email address: Martine[dot]alix[at]dfa.ie

Interviews will take place at the Embassy of Ireland, 4 rue Rude, Paris **16th on 16, 17 and 18 December** or, for candidates who are not based in Paris, can be done by telephone or video conference.

Conditions of salary:

A monthly stipend, a contribution to travel costs (Navigo card) and luncheon vouchers are paid.

Data Protection Acts

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set

out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR). To make a request under the Data Protection Acts 10 1988 and 2003 and the new GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in strict confidence. By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post as outlined above. 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. <https://www.dfa.ie/about-us/our-commitments/privacy-policy/>

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.