



Ambasáid na hÉireann | An Fhrainc
Embassy of Ireland | France
Ambassade d'Irlande | France

Internship at the Embassy of Ireland, Paris

Our mission is to promote and protect abroad the values, interests and economic wellbeing 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 two 6-month internships.

Applications: Candidates are invited to send in a CV with a motivation letter by close of business on **Friday June 5, 2020**. Interviews will be done via Zoom the following week.

Applications should be sent by email to martineembassyparis@outlook.fr

Please mark your email Subject: STAGE AUTUMN 2020

The internship will start on or near 20th August 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 and French language required: C1-C2 (a language test will be conducted). A part of the internship may be done by teleworking, depending on the circumstances.

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 obtaining the convention de stage. If needed, please send your query to : martineembassyparis@outlook.fr

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

The candidate will support teams working in different sections of the bilateral part of the Embassy, such as the political, economic, agricultural, press and cultural sides according to the need. The main tasks will involve: press reviews, reporting, team work in the preparation of events, translations in French and English.

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. 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/aboutus/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.