



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

## 6-month internships at the Embassy of Ireland, Paris

*The Embassy represents Ireland's interests in France and Monaco. We serve the Irish people, promote their values, advance their prosperity and, provide the Government of Ireland with analysis, capabilities and influence. Our organisational values are: Diversity; Integrity; Leadership; Service; and Excellence.*

*The Embassy of Ireland, Paris is committed to a policy of equal opportunity.*

The Embassy of Ireland is accepting applications for two 6-month internships, both beginning late February 2024 and both based at the Embassy in Paris. You must be able to work in-person. You need to be available for the full 6-month period. Interns will mainly work alongside the press, EU, foreign policy and/or economic policy teams, but can expect to be involved in a wide range of Embassy work. The application closing date is **4 December 2023 (17:30 CET, Paris time)**.<sup>1</sup>

### Essential conditions

You must have:

- The ability to get a 'convention de stage' from the third level institution in which you are studying or from which you have graduated (see below);
- A minimum EQF level 6 qualification in an area relevant to the work of the Embassy. Acceptable qualifications include: a Bachelor's degree, French licence/licence professionnelle, diplôme (all BAC+3) or equivalent or higher;
- Excellent spoken and written English (C2 level) and French (C1 level) with the ability to write clearly, concisely and accurately in English without errors of grammar or syntax;
- A good understanding of Ireland-France bilateral relations and of EU and international affairs;
- The ability to work well under pressure, to prioritise tasks and to work on your own initiative;
- An interest in interning in a bilingual environment and in contributing to a positive working environment based on dignity, diversity, inclusion and respect; and
- The legal right to reside in France for the length of the internship.

### The convention de stage

Be aware that not all third level institutions outside of France give a convention de stage and graduates may have a limited period to get a convention post-graduation. Therefore, before you apply, contact your university to confirm that they can send you a convention de stage. In your application cover letter, please note the name of the institution that will produce your convention de stage. **Applicants who do not include this information may not be shortlisted.** Be aware that a convention de stage received through commercial means will not be accepted. The Embassy cannot give recommendations on the situation which applies in individual third level institutions or intervene with your university for you. If you or your university need general information on the convention de stage, email [InternshipParis@dfa.ie](mailto:InternshipParis@dfa.ie)

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<sup>1</sup> The Embassy of Ireland reserves the right, where necessary, to extend the deadline in this recruitment process, to re-advertise it and/or to call more than two candidates from the panel.

### Erasmus+ traineeship

Depending on your educational institution and, if you have not already taken part in the Erasmus+ programme, you may be able to combine an internship with an **Erasmus+ traineeship** and to ask your third level institution to issue the convention de stage as part of that process. This option may also be available to recent undergraduates who have not already taken part in Erasmus+ and who are still registered as students with their undergraduate university.

### Internship stipend and leave

You will be paid a monthly stipend of €623.70, which includes €42.05 in monthly travel costs. You will also receive ticket restaurant vouchers to the value of €180 a month (50% of which is paid by the Embassy; the other 50% paid by the intern). You will receive 2.08 days leave per month and public holidays arising during the internship.

### How to apply

- Contact your university and confirm that they can provide a convention de stage if you are successful in this competition.
- Your application must contain: a CV (in English, 1 page) and a motivation letter (in English, 1 page), which should briefly say how you meet the essential conditions set out above and why you wish to intern with us.
- Email your application to [InternshipParis@dfa.ie](mailto:InternshipParis@dfa.ie) by **Monday, 4 December 2023 (17:30 CET, Paris time)**. Your email should not exceed 15MB and should use the following subject line: SURNAME – FIRST NAME - STAGE.
- If you need a reasonable accommodation because of a disability to allow you to undertake the internship or to take part in the next stages of the selection process, after you have applied and no later than **4 December 2023** please email [Paris@dfa.ie](mailto:Paris@dfa.ie) describing the accommodation arrangement(s) needed and attaching documentary proof of the disability filled out by an suitable medical professional.
- Canvassing or lobbying for support will disqualify you. Do not send your application to staff members at the embassy. Applications should be sent to [InternshipParis@dfa.ie](mailto:InternshipParis@dfa.ie)
- If you are shortlisted, we will contact you. Due to the volume of applications we receive, we do not contact unsuccessful candidates until the selection process has ended.

### The selection process

After the closing date, applications will be screened and shortlisted. The Embassy will contact shortlisted candidates to invite them to phase 2 (written and/or listening exercises). Phase 2 will assess your ability to work under pressure and to produce concise, well-written English summaries from French source material. Candidates will then be further shortlisted for interview. Tests and interviews will take place remotely. Candidates who are shortlisted for interview will be given more information in due course. Interviews will include questions in English and in French. Information on the Embassy is available on our [website](#) or by [following us on social media](#). The Embassy reserves the right to extend the deadlines of this competition, to readvertise where necessary and to choose more than two interns from this selection process.

**Data Protection/EU GDPR**

The personal data provided will only be used for the process outlined above and will be kept only for so long as there is a business need. A data privacy notice is available on our [website](#).