

Internship at the Embassy of Ireland, Paris

The Embassy of Ireland is accepting applications for a 6-month internship (2 positions) based in Paris and beginning in February/March 2021. The closing date for applications is **Friday 8 January 2021** (end of the day). The interns will work alongside the embassy's press, EU, foreign policy and/or economic policy teams.

Applicants must have:

- 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, diploma (all BAC+3) or equivalent or higher, but must be relevant to an aspect of the embassy's work;
- The ability to obtain a 'convention de stage' from the third level institution in which you are currently studying or from which you have graduated (see below);
- Excellent spoken and written English and French (minimum C1 level in each); and
- The ability to write clearly, concisely and accurately in English without syntax or grammatical errors (please see reasonable accommodation under How to Apply below);
- A good understanding of EU and international affairs;
- The ability to work well on their own initiative;
- The legal right to reside in France for the duration of the internship;
- An interest in interning in a bilingual environment and in contributing to a positive working environment based on dignity, diversity, inclusion and respect.

The convention de stage and Erasmus+

If you are currently studying at a French university, a convention de stage should be readily available. If you are a student at Masters level in Ireland, or elsewhere in the EU, but outside of France, and you have not already participated in the Erasmus+ programme, you may be in a position 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. Depending on the institution, this option may also be available to recent undergraduates who have not already participated in Erasmus+ and who remain registered as students with their undergraduate university.

The embassy cannot advise on the situation that applies in individual third level institutions, or on application procedures for Erasmus+ grants, and we cannot intervene with your university on your behalf. While it will be necessary for you to contact your university/third level institution regarding their procedures, if your university requires general information on the convention de stage, email us at **internshipParis[at]dfa[dot]ie**. The embassy strongly recommends that you do not seek to obtain a convention de stage from a commercial source or from a university in a country where you have never resided via a commercial source.

The interview

At the interview, shortlisted candidates will be asked about their educational experience, recent foreign policy initiatives by Ireland or France and their interest in, and suitability for, interning at the embassy. Candidates are encouraged to briefly address each of these points in their letters of motivation and to confirm the name of the institution which will issue your convention de stage. The interviews will include questions in English and in French and will take place remotely on 25-

27 January 2021. The interview will be accompanied by a written exercise. Information on the embassy is available on our [website](#) or by [following us on social media](#).

Internship stipend and leave

A monthly stipend is paid (currently €548 including Tickets resto vouchers) plus €37.60 in monthly travel costs (Navigo card). Interns receive 12 days leave and public holidays arising.

How to apply

- Send a CV (2 pages max) and motivation letter (500 words max) to: **internshipParis[at]dfa[dot]ie** by the end of the day Friday 8 January 2021.
- Your email subject should be in the format: SURNAME - FIRST NAME – STAGE
- If you require a reasonable accommodation on grounds of disability to enable you to participate in the selection process or to undertake the internship, after you have submitted your application and by the end of the day Friday 8 January please send an email to **Paris[at]dfa[dot]ie** describing the accommodation arrangement(s) required and attaching documentary evidence of the disability completed by an appropriate medical professional. Your accommodation request will be considered by a different team to that shortlisting candidates.
- All candidates note that canvassing or lobbying for support will disqualify.
- If you are shortlisted for interview, you will be contacted by the embassy.

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](#).