



## **Internships at the Permanent Delegation of Ireland to the OECD and UNESCO, 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 Permanent Delegation of Ireland to the OECD and UNESCO in Paris, is recruiting two stagiaires for two six-month internships, beginning respectively in late-November and early-December 2021. The two internships offer an opportunity to those interested in international politics and economics to experience how multilateral bodies such as the OECD and UNESCO work to foster global co-operation. Interns are assigned to work in-depth with a specific organisation with scope to explore the other as interest and opportunities dictate.

Interns will have the opportunity to:

- observe how the OECD carries out high-quality research and develops policy responses to challenges across a range of economic and public policy areas.
- observe and assist in Ireland's contribution to OECD policy making and how it seeks to benefit from the wealth of OECD expertise.
- have the opportunity to observe how an important UN body, UNESCO, operates in a challenging environment and fulfils its multiple missions.
- assist Ireland's participation in UNESCO activities, including EU-coordination and UNESCO's support for Ireland's broad cultural heritage.

The interns work closely with diplomatic staff in the relevant policy areas. Interns will attend meetings at the OECD and UNESCO and write reports, they will assist with the management of Mission events, and will perform other administrative duties, as requested.

### **Role**

- Providing administrative support to the Mission.
- Attending meetings at the OECD and UNESCO, and write reports.
- Assist with the management of mission events
- Other duties as may be required.

### Essential requirements candidates must be able to demonstrate:

- A strong knowledge of current affairs and an understanding of the workings of international organisations is highly desirable for both internships
- A strong knowledge of Ireland and a good understanding of the role of the Department of Foreign Affairs and Trade;
- An ability to work comfortably – orally and written - in English is essential
- Excellent interpersonal and networking skills;
- Advanced communication skills, with the ability to quickly distil and synthesise complex information in writing;
- Computer literacy and information management skills.
- **The successful candidate must have a legal entitlement to live and work in France**

### Desirable requirements:

- Additional post-graduate qualifications will be considered an advantage.
- A working level of French will be considered an advantage for the UNESCO role, while an academic background or experience in economics or a related field is desirable for the OECD role. Proficiency in Irish is also an advantage. Language skills will be tested during the interview.

### Terms and conditions of employment:

- The internship is a Stage Conventionné and prospective interns must provide evidence of compliance with this.
- Remuneration is €548 per month. Candidates may in certain circumstances be eligible to receive an Erasmus grant.
- Interns will have a leave entitlement of 12.5 days for the duration of the internship.
- The terms and conditions will not be negotiable and successful candidates will be expected to take up duty in Paris on the dates indicated for the duration of the internship. Taking into account the current situation, interns will work both remotely and in person.

### How to apply

If interested, please email a CV and motivation letter (in English) to [agathe\[dot\]hutchinson\[at\]dfa.ie](mailto:agathe[dot]hutchinson[at]dfa.ie)

The deadline for applications is 6pm CET **Monday the 11<sup>th</sup> of October 2021**. Receipt of all applications will be acknowledged; **only shortlisted candidates will be contacted**.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Permanent Representation to the OECD and UNESCO

12 Avenue Foch

75116 Paris, France

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- Interviews are envisioned to take place mid to late October 2021 by Video Conference.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance:**

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.

***Please note that canvassing will disqualify applicants.***

***The Mission in Paris is committed to a policy of Equal Opportunity.***