

*\*Please note, due to the demands of the Holiday season the deadline has been extended until midnight January 7<sup>th</sup> (GMT+1)\**

**The Permanent Representation of Ireland to UNESCO, based in Paris, is recruiting one stagiaire for a six-month internship starting in early February 2018.**

**Terms and conditions: The internship is a Stage Conventionné and prospective interns must provide evidence of compliance with this. Remuneration is approximately €500 per month, plus a contribution towards meals (€180 in tickets restaurants per month). The terms and conditions will not be negotiable and successful candidates will be expected to take up duty on the dates indicated.** The main tasks are assisting with report-writing, event management and some administrative duties as well as attending and representing Ireland at meetings principally at UNESCO but also at the OECD. The intern will work closely with diplomatic staff in the relevant policy areas. The internship will primarily focus on UNESCO.

The internship offers a valuable opportunity to those interested in international politics and economics to experience how multilateral bodies like the OECD and UNESCO work to foster global co-operation. The intern will be able to see how an important UN body like UNESCO operates in a very challenging environment and fulfills its multiple missions. The intern will assist Ireland's participation in UNESCO activities, including EU-coordination and UNESCO's support for Ireland's broad cultural heritage. The intern will be assigned to work in-depth with UNESCO with scope to explore the OECD as interest and opportunities dictate.

The Mission would endeavour to give the intern an experience that would be of value to a person who might wish to pursue career opportunities in diplomacy, public policy and administration, international bodies and international business.

Candidates must be able to demonstrate a good knowledge of Ireland, as well as a familiarity with the work of UNESCO. An ability to work comfortably – orally and written - in English and French is a requirement. Language skills will be tested. A strong knowledge of current affairs and an understanding of the workings of international organisations is highly desirable.

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

The deadline for applications is **midnight 7<sup>th</sup> January 2018 (GMT+1)**.

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*

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.