

The Permanent Representation of Ireland to the OECD and UNESCO, based in Paris, is recruiting two stagiaires for a six-month internship, beginning early April 2020.

Terms and conditions: The internship is a Stage Conventionné and prospective interns must provide evidence of compliance with this. Remuneration is approximately €525 per month, plus a monthly contribution, in accordance with French regulations, of approximately €90 towards meals.

The terms and conditions will not be negotiable and successful candidates will be expected to take up duty on the dates indicated.

(Candidates may in certain circumstances be eligible to receive an Erasmus grant)

The main tasks are:

- attending meetings at the OECD and UNESCO and report-writing,
- assisting with management of Mission events
- performing administrative duties
- The interns work closely with diplomatic staff in the relevant policy areas.

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 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 fulfills its multiple missions.
- assist Ireland's participation in UNESCO activities, including EU-coordination and UNESCO's support for Ireland's broad cultural heritage.

Interns are assigned to work in-depth with a specific organisation with scope to explore the other as interest and opportunities dictate.

The Mission would endeavour to give interns an experience that would be of value to those 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 both the OECD and UNESCO. An ability to work comfortably – orally and written - in English is essential. A strong knowledge of current affairs and an understanding of the workings of international organisations is highly desirable for both internships. An ability to work in French is very desirable for the UNESCO internship role, while an academic background or experience in economics or a related field is desirable for the OECD role. Language skills will be tested.

Previous interns in the Mission have subsequently obtained permanent positions in Ireland's diplomatic service, other Irish Embassies, state bodies, international organisations and in business.

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

The deadline for applications is **6pm CET Friday 31 January 2020.**

Receipt of all applications will be acknowledged; only shortlisted candidates will be contacted. Interviews are envisioned to take place in **February 2020**, and outcome of interviews in early March 2020.

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

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