

INTERNSHIPS 2016 NEW ZEALAND EMBASSY & PERMANENT MISSION, VIENNA, AUSTRIA

Job Description

The New Zealand Permanent Mission to the United Nations & Embassy to Austria, Hungary, Slovenia and the Slovak Republic in Vienna, Austria is seeking to appoint two interns for 2017-2018. **Internship A** will be for **three months**, commencing on 25 September 2017 and ending on 22 December 2017. **Internship B** will be for **four months**, commencing on 26 February 2018 and ending on 29 June 2018. If you have a preference in terms of dates, please indicate Internship A or B in the personal particulars form in your application.

What the Embassy does

The New Zealand Embassy in Vienna undertakes a wide range of bilateral and multilateral functions. The New Zealand Permanent Mission is accredited to the United Nations and other international organisations based in Vienna, including the International Atomic Energy Agency (IAEA), the Comprehensive Nuclear Test Ban Treaty Organisation (CTBTO) and United Nations Office on Drugs and Crime (UNODC). Alongside Austria, the Embassy is currently accredited to Hungary, Slovakia and Slovenia. The focus of the Embassy's work is to advance New Zealand's political, trade and economic and people-to-people relations with these four EU member states.

Intern intake periods

The **deadline for applications for both internships is Wednesday 2 August 2017.**

Nature and scope of internships

Our internships aim to provide exposure to all areas of the Embassy and Mission's activities including political and economic research and analysis, public diplomacy events, consular issues, and assisting with arrangements for multilateral meetings and conferences. While German language skills are not essential they would enhance the range of work an intern would be able to perform.

Internships are unpaid although an ex gratia payment to offset living expenses is offered. Travel costs and living arrangements are the responsibility of the intern.

Please send your application documents (CV, cover letter, and personal particulars form, including the names of two referees) to us electronically by the application deadline.

The Embassy is committed to allowing interns to take time to continue with their studies and the exact number of hours will be discussed with the successful candidate.

Selection criteria

The successful applicants are expected to have the following skills and abilities:

1. Interest in New Zealand and international relations;
2. Excellent research and report writing ability;

3. Fluency in English. German language skills would be a valuable asset but are not essential;
4. Excellent organisational skills;
5. Excellent computer skills.

Before commencing the successful applicants will need to provide a police clearance certificate and proof of social and health insurance cover in Austria.

Please submit a completed application form in English with a brief statement on how you meet the selection criteria above as well as your current CV to:

New Zealand Embassy and Permanent Mission to the United Nations
Mattiellistr. 2-4/3 1040 VIENNA
Email: nzemb@aon.at

Frequently Asked Questions

Where is the Embassy located?

Our address is: New Zealand Embassy and Permanent Mission to the United Nations, Vienna, Mattiellistraße 2-4/3, Vienna 1040, Austria

Are applications accepted outside the recruitment period?

No.

Do I have to be a New Zealand citizen to undertake an internship?

No, our internships are open to all nationalities.

Does my application have to be in English?

Yes, your application and CV must be in English as it is the working language of the Embassy. German language skills would be a valuable asset.

Who can act as a referee, as requested in the application form?

We are looking for two referees such as former employers and university professors who will be able to comment on your suitability for an internship.

How many internship places are there?

Two. The first internship will commence on 25 September 2017 and end on 22 December 2017. The second internship will commence on 26 February 2018 and end on 29 June 2018.

Do you accept applications from recent graduates?

Yes.

Do you accept applications from high school students?

No.

What are the working hours?

The Embassy's working hours are Monday to Friday from 9am to 5:30pm. Unless an alternative is agreed upon, you should be prepared to work the same hours as Embassy staff.

Can I attend university while undertaking the internship?

We understand that some interns are still completing their studies. To balance working with university commitments we can be flexible (to a point) regarding working hours. If your application is successful, the hours would need to be agreed upon at the outset, i.e. before commencing with us.

Is the internship paid/are there any allowances?

Internships are unpaid although an ex gratia payment to offset living expenses is offered. Travel costs and living arrangements are the responsibility of the intern. You may wish to attempt to seek funding from a tertiary institution.