

Internship Opportunity with The Permanent Mission of Canada to the United Nations in Geneva

POSITION:	Junior Policy Officer – International Affairs
LOCATION:	Avenue de l’Ariana 5, 1202 Geneva, Switzerland
DESCRIPTION OF HOST ORGANISATION:	The Permanent Mission of Canada to the United Nations Office and other international organizations in Geneva (the “Mission”) will open an internship position during the winter 2025 semester. The Mission represents Canada at multiple Geneva-based international organizations covering a variety of substantive issues, including human rights, international law, humanitarian affairs, migration, health, labour, UN governance, and disarmament.
RESPONSIBILITIES OF INTERN:	<ul style="list-style-type: none"> • Provide substantive support to officers of the Mission regarding their areas of responsibility by conducting research and analysis on various themes or issues; • Draft and compile briefing materials in preparation for meetings with international organisations, civil society organisations, and/or State delegations; attend these meetings alongside, or in replacement of, officers of the Mission; and draft reports on these meetings; • Support the organization of meetings and advocacy or networking events at the Mission; • Support the work of Canadian delegations participating in high-level meetings or sessions of Geneva-based international organizations. <p><i>Note that the interns’ specific responsibilities and projects will depend on the needs and operational requirements of the Mission, and will be defined at the start of the internship.</i></p>
HOST ORGANISATION REQUIREMENTS:	<ul style="list-style-type: none"> • Applicants must hold Canadian citizenship or permanent residency. • Applicants must meet their university requirements for co-op placements. • Applicants should demonstrate: <ul style="list-style-type: none"> ○ interest in and knowledge of international law and/or international affairs; ○ excellent analysis, research, written and oral communication skills; ○ self-motivation, initiative, flexibility, time management, ability to handle multiple tasks, and strong judgment; ○ good interpersonal skills and an ability to work cooperatively, including in a diverse and international workplace. • Fluency in both of Canada’s official languages will be considered an asset. • Current enrolment in a graduate program will be considered an asset. • The successful applicant will be subject to a security clearance screening. Holding a Government of Canada reliability-level or secret-level security clearance prior to the internship will be considered an asset. • The successful applicant will need to present proof of travel and medical insurance for the entire duration of the internship.
DATES OF INTERNSHIP:	Fall: 12 weeks between mid-January and mid-April 2025 Exact start and end dates to be discussed between the Mission and the successful applicant.
HOURS:	Full-time (37.5 hours)

REMUNERATION:	In accordance with the directives set out by the Treasury Board Secretariat.
COSTS, TRAVEL ARRANGEMENTS AND ACCOMODATION:	<ul style="list-style-type: none"> • The intern is responsible for all costs associated with the internship, including transportation, accommodation, visa, medical insurance, etc. • Travel arrangements are under the responsibility of the intern. • Finding suitable lodging during the internship is under the responsibility of the intern.
HOW TO APPLY:	<ul style="list-style-type: none"> • Candidates should submit their application package to GENEV.Stages.Internships@international.gc.ca. • Candidates should use the following subject line: INTERNSHIP APPLICATION GENEV/UN – LASTNAME, Firstname • A candidate’s application package should include the following information and documents: <ul style="list-style-type: none"> ○ Cover letter that clearly states the candidate’s relevant skills, goals and interests in working as an intern with the Mission. <ul style="list-style-type: none"> ▪ Letter should be addressed ‘To whom it may concern’ and be no more than one page in length. ▪ Letter should mention if the candidate meets the citizenship/permanent residency requirement. ▪ Letter should include the name and contact information (email and telephone number) of two references. ▪ Letter should indicate your preferred dates (fall, winter, or both). ○ Curriculum vitae (1-2 pages). ○ Copy of university transcripts (unofficial version suffices). • Candidates should use the following file-name format: <code>firstname.lastname_GENEV</code> (ex.: <code>james.smith_GENEV</code>).
APPLICATION DEADLINE:	Monday December 2, 2024, 11:59PM Pacific Time.
ENTRY REQUIREMENTS:	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations. The Mission will provide a letter in support of the successful applicant to secure a visa/work permit for the duration of the internship.</p> <p>The intern will be responsible for acquiring all necessary documents in time for the beginning of their internship.</p>
OTHER INFORMATION:	The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply. Information on employment equity