

Call for applications

Internship positions with DiploFoundation

Exciting opportunities to gain hands-on experience in the global policy-making arena of International Geneva

DiploFoundation is a non-profit organisation with offices in Msida, Malta; Geneva, Switzerland; and Belgrade, Serbia. The organisation's mission is to strengthen the meaningful participation of all stakeholders in diplomatic practice and international relations. In June 2006, DiploFoundation was granted Special Consultative Status with the UN Economic and Social Council (ECOSOC). In 2012, *Global Journal* listed DiploFoundation among the top 100 NGOs worldwide for its work on fostering more effective and inclusive diplomacy. Over 2500 officials and diplomats from 189 UN member states have benefitted from Diplo's activities.

By offering postgraduate level academic courses and training workshops on a variety of different diplomacy-related topics, DiploFoundation strives to achieve the following goals:

- ◆ Increase the power of small and developing states to influence their own futures and development
- ◆ Increase international accountability and inclusivity
- ◆ Increase the legitimacy of international policy making
- ◆ Improve global governance and international policy development

In order to achieve these goals, DiploFoundation:

- ◆ Provides capacity development programmes ranging from multilateral diplomacy to cybersecurity, and Internet governance
- ◆ Uses and develops tools for e-participation in global governance, including remote participation in international meetings and social media for global negotiations
- ◆ Trains officials (including diplomats and others international actors) from small and developing countries
- ◆ Provides specialised and effective academic programmes for professional diplomats seeking cost-effective but high quality training in both traditional and contemporary diplomacy topics
- ◆ Strengthens participation of non-state actors – including those from academia and civil society – in international relations and policy processes

Although intern positions are unpaid, successful applications will be fully immersed in activities and be exposed on a daily basis to the workings of Geneva International. Interns may participate in our learning activities, including an online course based on their preference.

Positions

(1) Full-time intern – project assistant (minimum 3 months)

(2) Part-time intern –project assistant (minimum 3 months)

Main duties

- Assist Project Managers with day-to-day tasks
- Assist with event management and office administration
- Research and prepare texts (Tweets, Facebook updates, background material, etc.)
- Carry out general office duties
- Assist incoming trainees to participate in DiploFoundation activities
- Attend meetings and events of relevant interest to DiploFoundation
- Write meeting reports

Ideally, candidates will

- Have an excellent command of English; knowledge of French and/or German is a plus.
- Be familiar with social media and Microsoft Office
- Be flexible and adaptable
- Have a positive learning attitude

(3) Part-time intern – technical and multimedia assistant

Main duties

- Provide technical support for online events
- Take and curate photos of Diplo's *in situ* events
- Work with Director on special niche projects requirement multimedia skills

Ideally, candidates will

- Have excellent IT skills
- Be reasonably good photographers
- Have video recording and basic editing skills

(4) Part-time intern – Rapporteur

This is a shared internship position between DiploFoundation and Intellectual Property Watch. Internship start date: ongoing basis, length of internship: minimum of four months.

Main duties

- Assist the Geneva Internet Platform and IP Watch with diplomatic/journalistic reporting
- Report from Internet governance relevant events in Geneva, including social media reporting

Ideally, candidates will

- Have excellent English, preferably at native speaker level; knowledge of French is a plus
- Be interested in Internet governance issues
- Be interested in journalism

Support in diplomatic reporting and journalism training will be provided.

Application process

Send a cover letter explaining why you would like to intern at Diplo and what you can bring to us, along with your CV/resumé to Tereza Horejsova at terezah@diplomacy.edu