



## An Roinn Gnóthaí Eachtracha agus Trádála Department of Foreign Affairs and Trade

### **Paid Internship – Conflict Resolution Unit**

As set out in the Programme for Government, the Government is committed to developing Irish engagement in international conflict resolution as an important dimension of Irish foreign policy. Implementation of UN Security Council Resolution 1325 and support for the Women, Peace and Security (WPS) agenda are key aspects of our approach to conflict resolution.

This internship is designed to provide the successful candidate with the opportunity to gain practical experience in policy development and in the work of the Conflict Resolution Unit of the Department of Foreign Affairs and Trade, with a particular focus on the Women, Peace and Security (WPS) agenda. The internship will be for a maximum duration of 11 months, commencing on Monday 1 October 2018.

#### **Qualifications/Experience:**

##### *Essential*

- A first or second class honours undergraduate degree is required, preferably in International Relations, Politics, Gender, Development Studies or a related discipline.
- High level of oral and written communication skills are essential.
- A strong interest in conflict resolution, as demonstrated by previous work experience in this area, specialised studies or academic training.
- Good interpersonal, administrative and organisational skills
- Flexibility and capability to work independently and as a member of a team.

##### *Desirable*

- A postgraduate degree with an emphasis on gender, conflict resolution, peace and security studies, international relations or development studies.
- Knowledge of Women, Peace and Security agenda.
- Familiarity with social media and communications strategies.

#### **Job Specification:**

The successful candidate will act as the Women, Peace and Security focal point within the Conflict Resolution Unit. This will involve work on a variety of tasks and projects, including:

- Providing Secretariat support to the Oversight Group on the National Action Plan on Women, Peace and Security.
- Implementing and further developing the unit's WPS communication strategy.
- Coordinating the Department's reporting on implementation of WPS commitments
- Research and policy analysis
- Drafting of briefing papers and reports on selected thematic issues

- Attending and taking notes at meetings.
- Contributing to the design and planning of conferences and events.
- Responding to public queries and requests for information.
- Performance of other related duties to support the ongoing work of the Unit as required.

#### **Application Details:**

Completed application forms should be marked **CRU Intern Application** addressed to [cruintern@dfa.ie](mailto:cruintern@dfa.ie) and received by 17:00 Dublin time on Friday 29 June 2018.

The pay rate applicable is the first point of the Executive Officer salary scale. There is no entitlement to Civil Service status.

Selection will be on the basis of a competitive interview. If a large number of applications are received, candidates will be short listed for interview on the basis of their application.

**Eligibility:** citizens of non-European Economic Area (EEA) States are not eligible to compete. The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. A candidate who is in doubt in this regard should consult with the Department of Jobs, Enterprise and Innovation.

**Canvassing:** It should be noted that any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.

**Candidates who have previously undertaken an internship or employment of six months or more in the Department of Foreign Affairs and Trade or in an Irish Diplomatic Mission abroad are not eligible to compete.** Successful applicants will also be ineligible for any future intern positions which may arise in other areas of the Department, including the Junior Professional Internship programme.

Candidates must be available for interview the week commencing Monday 23 July 2018. Interviews may be conducted via video conference from an Irish embassy or consulate overseas or via telephone if necessary.

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