



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Paid Internships

Applications are invited for internships, which may arise in the Political Division of the Department of Foreign Affairs.

These internships are designed to provide the successful candidate with the opportunity to gain practical experience in policy development and in a particular area of work of the Department of Foreign Affairs. Internships will be for a duration of 22 months, commencing on 1 April 2023 or a later date. All internships will be based in the Department of Foreign Affairs, Iveagh House, Dublin 2.

Qualifications/Experience:

Essential

- A first or upper second class honours undergraduate degree is required.
- High level of oral and written communication skills are essential, including excellent applied writing skills.
- A strong interest in Irish and EU foreign and security policy (CFSP and CSDP).
- Excellent interpersonal skills, initiative and good judgement.
- Good administrative, organisational and computer skills.
- Flexibility and capability to work both independently and as a member of a team.

Desirable

- An undergraduate degree in a relevant discipline, including but not limited to, Politics, Law, History, Area Studies, European Studies, Economics, International Relations, and Human Rights
- A postgraduate degree in a relevant discipline
- Work experience of at least 12 months' cumulative duration and preferably in a relevant field
- Familiarity with social media and communications strategies

Job Specification:

The internship will involve work on a variety of tasks and projects, including:

- Drafting of briefing papers and reports on selected issues
- Attending and taking notes at meetings
- Preparation of material for public communications
- Responding to public queries and requests for information
- Research and policy analysis
- Contributing to the design, planning and smooth running of conferences, visits and events

- Performance of other related duties to support the ongoing work of their Unit as required

The Political Division in the Department is responsible for ensuring that Ireland's values, interests and foreign policy objectives are reflected in the EU's Common Foreign and Security Policy (CFSP) and the EU's Common Security and Defence Policy (CSDP). The Division also works to ensure that Ireland's positions are advanced in various multilateral fora, most notably within the United Nations system, reflecting Ireland's support for effective multilateralism and a stable rules-based international order. Political Division is overseen by the Political Director, and the Division is staffed by a range of Units who cover a spectrum of thematic, multilateral and bilateral issues, including security and defence policy, UN issues, non-proliferation and disarmament matters, human rights, and conflict resolution, as well as Ireland's relations with the Middle East, and Central Asia, the Caucasus and Eastern Europe.

Internships may arise in one or more of the following units of Political Division, although candidates may also be assigned to other roles within the Division as needs arise:

- Conflict Resolution Unit
- Disarmament and Non-Proliferation Unit* *Please see eligibility note*
- European Neighbourhood Unit
- Human Rights Unit, Dublin
- Middle East and North Africa Unit
- UN Policy Unit

Application Details:

Application forms can be requested from polintern@dfa.ie. Completed application forms should be marked *Political Intern Application* in the subject line and addressed to polintern@dfa.ie. The deadline for applications is strictly **17:00 (Dublin time) on Monday, 20 March**.

Applications received after the closing date for applications will not be considered.

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

Selection Process: Selection will be on the basis of a written test and competitive interview. If a large number of applications is received, candidates will be short listed for interview on the basis of information supplied in 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 Business, Enterprise and Innovation.

Candidates who have previously undertaken an internship or employment of six months or more in the Department of Foreign Affairs 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.

Please note that due to the restricted nature of the work, the internship with the Disarmament and Non-Proliferation Unit is open to Irish citizens only.

The Department of Foreign Affairs is an Equal Opportunities Employer.

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.

Code of Practice

The selection process for appointments will be conducted in accordance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service. Complaints/requests for review will be considered in accordance with the procedures set out in the Code of Practice which can be accessed by visiting www.cpsa.ie