



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Development Internships

Applications are invited for **paid internships**, which may arise in the Development Cooperation and Africa Division of the Department of Foreign Affairs.

These internships are designed to provide the successful candidate with the opportunity to gain practical experience in the Government's international development assistance programme (also known as Irish Aid) in the Department of Foreign Affairs. Internships will be for a duration of 22 months, commencing in early 2024. All internships will be based in the Department of Foreign Affairs, Limerick or Dublin.

Development cooperation is integral to Ireland's foreign policy. The aid programme represents a very significant commitment of public funds, with €1.23 billion allocated for Official Development Assistance (ODA) in 2023. Ireland's programme is recognised internationally for its strong focus on relieving poverty and hunger, for its partnership approach in some of the poorest countries in sub-Saharan Africa, and for its effectiveness.

The role of Development Intern involves primarily working with colleagues who provide technical support to the Government's international development assistance programme. The position will offer the opportunity to work as part of a highly motivated and skilled team, in a range of disciplines of relevance to the policy objectives of the aid programme. More information on the programme can be found at www.irishaid.ie or www.dfa.ie and in the following key policy documents: [A Better World –Ireland's Policy for International Development](#) and [Global Ireland - Strategy for Africa to 2025](#)

The Department of Foreign Affairs is committed to a policy of equal opportunity.

Qualifications/Experience:

Essential

- Have at a minimum a second class honours undergraduate degree in one of the following areas:
 - Development Management/ International Relations
 - Accounting and Public Financial Management
 - Agriculture and Rural Livelihoods
 - Climate Issues
 - Development Research
 - Economics / Business/Private Sector
 - Education
 - Environment / Climate Change
 - Food Science
 - Gender, Equality and Diversity
 - Governance
 - Humanitarian Response / Human Rights
 - Nutrition
 - Public Health, including HIV/AIDS and other communicable diseases
 - Statistics / ICT

- High level of oral and written communication skills are essential, including excellent applied writing skills.
- A strong interest in Ireland's foreign policy, including knowledge of Irish Aid.
- 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

- A knowledge of global development issues and an understanding of the economic, business, trade and political context in which development interventions are successful.
- An understanding and appreciation of the complex environment in which the Department of Foreign Affairs and its missions operate.
- Experience of working in the developing world
- Experience of working in the area of community development either at voluntary or professional level.

Job Specification:

The precise range of duties will vary over time according to the demands of the international development assistance programme, but will include the following:

- Provision of support in a sector or on a thematic issue of relevance to the programme;
- Contribute to oversight and monitoring of approved budgets and programmes;
- Provide input into briefings, speeches and reports, as required;
- Work as part of a unit or cross-unit team and with other colleagues across the Department;
- Contribute to policy discussions of relevance to the Irish Aid programme with other donors, civil society and other development actors;
- Support the Department's staff in international networks and at international/national meetings of relevance to the programme;
- Contribute to the unit's technical support and advice to field operations;
- Undertake research and data analysis on behalf of the unit, to inform decision-making;
- Support the public information and communications/outreach work of the Division
- Undertake other functions as requested by the head of unit/line manager.

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

- Africa Unit
- Business Support Unit
- Civil Society Unit
- Climate Unit
- EU Multilateral Unit
- Global Programmes Unit
- Humanitarian Unit
- Policy Unit
- UN & International Financial Institutions Multilateral Unit
- Peace and Stability Unit

How to apply:

Applications should be made on the official application form. The application form is available on the Career Opportunities page of the Department's website (see About Us/Working With Us).

In order to complete the application online, please firstly save the online PDF version and then open in a Word document. If you experience any problems with this, please contact the competitions teams at devintern@dfa.ie

The completed application form should be returned via e-mail to devintern@dfa.ie with the subject line – ***Development Intern Application***.

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence.

The closing date for completed applications is **17:00 (Dublin time) on 8 November 2023**.

Applications received after the closing date will **not** be considered.

All applications will be acknowledged. If you do not receive an acknowledgment within three working days of the closing date, please contact devintern@dfa.ie.

All queries should be submitted in writing in the first instance to devintern@dfa.ie

The pay rate applicable is the first point of the Executive Officer salary scale. Assignments will be to a temporary position. There is no entitlement to a permanent position.

Selection Process: Selection will be on the basis of a competitive interview. If a large number of applications is received, candidates will be shortlisted for interview on the basis of information supplied in their application and, if necessary, a written exercise. Interviews will be conducted via video conference.

NOTE: Qualifications/eligibility may not be verified by the Department until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign.

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

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.