



**Internships**  
**at the HUMANITARIAN DIPLOMACY UNIT**  
**of the International Committee of the Red Cross (ICRC)**

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The **Humanitarian Diplomacy Unit** of the International Committee of the Red Cross (ICRC) offers five paid internships for a period of one year. The internships begin at different dates, all between January and April 2009.

**The Humanitarian Diplomacy Unit:**

The Humanitarian Diplomacy Unit's role is to assist the action of the ICRC with a view to promoting respect for humanitarian principles and International Humanitarian Law in the international arena through the establishment of relations and/or coordination with other humanitarian organizations. In addition, the unit serves as a centre of expertise for the ICRC's multilateral relations and co-ordination within the ICRC, monitoring the multilateral humanitarian environment and providing advice and support to field operations and training.

**Job description:**

Under the supervision of Diplomatic Advisers, the interns will be responsible for:

- Assisting the unit with the day-to-day management of relations with international organizations and non-governmental organizations (international organizations: mainly UNHCR; IOM, UNICEF; WFP, OCHA, IASC, OHCHR, IPU; regional organizations: European, African, Asian, Middle Eastern and American organizations; NGOs: ICVA and SCHR consortia, MSF, OXFAM...);
- Preparing and attending conferences, seminars and bilateral meetings, which may involve research work and speech-writing, and in terms of follow-up, the drafting of reports;
- Informing ICRC delegations in the field on a variety of international issues;
- Representing the unit at internal and external meetings.

**Qualifications:**

We are looking for candidates that meet the **following cumulative** requirements:

- A Master's degree in a relevant field (e.g. international relations, international law, international economics...).
- An excellent command of both French and English (fluency in one and very good working knowledge of the other). You will be expected to be able to converse and write notes in both languages.
- Age between 25 and 30 (born between the 1<sup>st</sup> of January 1979 and the 1<sup>st</sup> of January 1984).
- Prior experience with an international organization, NGO or Red Cross or Red Crescent society (see non-exhaustive list above).

**If you do not fulfil the above conditions, your application will not be considered.**

Moreover, successful candidates will fulfil the following conditions:

- A manifest interest for humanitarian action and the ICRC.
- The ability to think strategically; to express ideas clearly, both orally and in writing and to work independently and as part of a team.
- Flexibility and the ability to assist with a variety of tasks based on the needs of the unit.
- Commit to a one-year contract. Internships will start from January 2009.
- Additional languages, especially Arabic or Spanish, are an asset.

- Experience with the issue "business and conflict" or "business and human rights" and/or prior experience within a transnational corporation, are an asset.
- Sense of humour

**Contract and salary:**

Recruited interns will be offered a 12-month contract and will receive a gross salary of 2800 Swiss francs (net approx. 2200 CHF, including health insurance) per month. The positions are based in Geneva.

**To apply:**

Interested candidates should send their complete application (cover letter, resume/CV, and the 2009 internship application form), in either English or French to: [internshipudh@icrc.org](mailto:internshipudh@icrc.org) (quote reference number: UDH2009).

In your cover letter, you are invited to express your motivation for applying and the relevant skills you possess, with particular focus on previous relevant experience with organizations the Humanitarian Diplomacy Unit deals with on a regular basis (see non-exhaustive list above).

Do not send any documents other than the three listed above.

Please be aware that ICRC has other internship programmes with a separate applications process (for further information contact ICRC Human Resources). No information on these will be provided by the Humanitarian Diplomacy Unit.

**Deadline for the receipt of applications is August 15th 2008.**

Late or incomplete applications, as well as those which do not meet the stated requirements, will not be considered. Therefore, please refrain from applying if you do not fulfil the cumulative criteria listed above. Due to the high number of applications, **no information on the selection process or personal queries can be provided**. As the selection for the internship is based upon a highly competitive screening process, applicants meeting the basic requirements may not go through the entire selection process.

Short-listed candidates will be contacted in end August/ September for a phone interview.

Thereafter, the remaining 12 candidates will be invited to a selection day in Geneva (Switzerland) which will take place in the second half of October 2008. **Please be aware that the ICRC is not in a position to cover any related travel or accommodation costs.**

**Internship Application Form 2009**  
**ICRC Humanitarian Diplomacy Unit**

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**1. Personal Data**

Surname:	First name:	
Nationality:	Date of birth (dd/mm/yyyy):	Sex:

**2. Contact information**

Address:	
Telephone No(s) (for phone interview):	E-mail:

**3. I fulfil the following cumulative requirements (please tick the boxes below)**

- A **Master's degree** in a relevant field.
- An excellent command of both **French and English** (fluency in one and very good working knowledge of the other) – level A or B (see section 4. Language Skills below for description).
- Age between 25 and 30** (I will be at least 25 on January 1, 2009).
- Prior experience with an international organization, NGO or Red Cross or Red Crescent society** (see non-exhaustive list above).

**NOTE:**

**If you do not fulfil ALL the above requirements, your application will not be considered.**

**Additional desired qualifications:**

- A manifest interest in humanitarian action.
- A manifest interest in the ICRC.
- A manifest interest in international affairs and diplomacy.
- An ability to think strategically; to express ideas clearly, both verbally and in writing and to work both independently and as part of a team.
- Knowledge of additional languages, such as Arabic, Spanish, or others.
- Available for 1 year, starting sometime between January and April 2009.
- Sense of humour.

#### **4. Language Skills**

Indicate your level of proficiency in English, French and any other languages you may speak using the codes:

**N** = native language; **A** = excellent (professional fluency); **B** = Very good (very good working knowledge); **C** = Good (working knowledge); **D** = Acceptable.

<b>Language</b>	<b>Speak</b>	<b>Write</b>	<b>Read</b>	<b>Understand</b>
<b>English</b>				
<b>French</b>				

#### **5. Origin of the Application**

**Please indicate here where and how you heard of the internship:**

#### **6. Availability**

I will be available for the 1-year internship starting at the earliest on (day/month/year):