

# Internship Opportunity with The Permanent Missions of Canada to the United Nations in Geneva Summer 2020

<b>POSITION:</b>	Junior Policy Officer
<b>LOCATION:</b>	5 Avenue de l'Ariana, 1202 Geneva, Switzerland
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	The Permanent Mission of Canada to the United Nations at Geneva has two internship positions opening in its United Nations section, within the Human Rights Team.
<b>DUTIES/RESPONSIBILITIES OF INTERN:</b>	<ul style="list-style-type: none"> <li>• As part of the Human Rights Team of the Permanent Mission of Canada in Geneva, providing substantive support to officers of the section as necessary and appropriate;</li> <li>• Participating as a member of the Canadian delegation to the regular session of the Human Rights Council, which meets three times a year, including three weeks in June. Primary responsibility to attend meetings and draft reports;</li> <li>• Researching and analysing human rights issues, international law, and international humanitarian law issues;</li> <li>• Attending various meetings of international organizations, in particular the UN Human Rights Council;</li> <li>• Attending the Universal Periodic Review and drafting reports and summaries for the purpose of sharing with the network of Canadian missions abroad and with appropriate divisions in Ottawa;</li> <li>• As a member of the Human Rights Team, preparing, resuming and compiling documents in preparation for relevant meetings, and attending them alongside, or in replacement, of diplomats at the Mission.</li> </ul>
<b>MCGILL UNIVERSITY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2020.</li> <li>• Must receive academic credit for the internship.</li> <li>• Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION <a href="#">Intern Handbook</a>.</li> </ul> <p>In addition to the above requirements, students will be required to provide the following documents:</p> <ul style="list-style-type: none"> <li>• Proof of medical coverage for the entire duration of the internship.</li> <li>• Two of the following: a Quebec lease or mortgage that runs throughout the internship period, copy of Quebec driver's license, copy of Quebec medicare card (RAMQ), or confirmation of client account at a Quebec financial institution (i.e.; letter from local financial branch).</li> </ul>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<p>Candidates must hold Canadian citizenship and <b>written proof of medical coverage abroad</b> for the duration of their stay. They should have international experience and a background in one or more of the following fields: international affairs and relations, human rights, international law and international humanitarian law and issues. Fluency in both of Canada's official languages will be considered an asset. The successful applicant will be <b>subject to a security clearance screening</b>. Holding a secret security clearance with the Government of Canada prior to the internship would be an asset.</p>

<b>HOURS:</b>	Mon. to Fri. 9:00am – 5:30pm. However, please note that during sessions of different organizations, longer working hours might be required. The internship will run from May – August 2020. Specific dates to be determined between the student and the organization.
<b>REMUNERATION:</b>	Successful candidates will receive an award from McGill University in the amount of \$6,000 CAD.
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host community is the responsibility of the intern.
<b>ACCOMMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>HOW TO APPLY:</b>	<p>Students must complete the online application form available on this site: <a href="https://www.mcgill.ca/arts-internships/internships/postings/application">https://www.mcgill.ca/arts-internships/internships/postings/application</a></p> <p>Include the following documents in PDF format:</p> <ul style="list-style-type: none"> <li>• Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length;</li> <li>• An updated curriculum vitae (1-2 pages).</li> <li>• Copy of unofficial transcript.</li> </ul> <p>Applicants should use the following file-name format: firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf).</p> <p><i>Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline and send it directly to <a href="mailto:ion@mcgill.ca">ion@mcgill.ca</a></i></p>
<b>APPLICATION DEADLINE:</b>	Monday, January 13, 2020, 12 PM (noon) EST – Late applications will not be accepted.
<b>WORKSHOPS:</b>	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> <li>• Intern Meeting</li> <li>• Cross-Cultural Workshop</li> <li>• Interns Responsibilities and Guidelines</li> <li>• University-Wide Pre-Departure Session</li> <li>• Internship Workshop: Success in a Professional Environment</li> <li>• Reception for Awards Recipients</li> <li>• Internship Debriefing Session</li> </ul>
<b>HEALTH AND SAFETY:</b>	<p>All applicants should consult the Global Affairs Government of Canada Travel Advice and Advisories for the internship host country prior to applying for this internship. <a href="http://travel.gc.ca/travelling/advisories">http://travel.gc.ca/travelling/advisories</a></p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Internship Offices Network cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully</p>

	completing an internship in the internship host country. The Internship Offices Network may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.
<b>ENTRY REQUIREMENTS:</b>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Internship Office Network will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration*