

## Internship Opportunity with The United Nations Department of Safety and Security (UNDSS) Winter-Summer 2018

**POSITION:** Analytical Intern

**LOCATION:** Panama City, Panama

**DESCRIPTION OF HOST ORGANIZATION:** The Department of Safety and Security of the United Nations (UNDSS) is responsible for providing leadership, operational support and oversight of the security management system, ensure the maximum security for staff and eligible dependants as well as enable the safest and most efficient conduct of the programmes and activities of the United Nations System. The Department works for all Agencies, Programs and Funds and is therefore active at the heart of the UN.

To gain on-the-ground information and understand better regional security developments, several Regional Information Hubs in strategic locations around the world have been set up. The analysts working in these hubs identify, analyse and warn about all kinds of security threats to the operations of the United Nations.

The Information Hub for Latin America and the Caribbean, located in Panama, offers several interesting internship positions to those students that would like to work in an international environment, who are passionate about current political and related security developments, have an affinity with Latin America and have a high level of written English and a good reading level of Spanish.

The Regional Information Hub for Latin America and the Caribbean (LAC) is located in Panama City, as are most UN's Regional Headquarters in the region. From here UNDSS assesses the security threats, and related political threats, that may affect the UN in the LAC region on the short, medium and long term. Our clients, mostly UN Agencies, Funds and Programs, are informed through bi-weekly reports and Topic Assessments on all kind of relevant trends, developments and specific topics.

### **DUTIES/RESPONSIBILITIES OF INTERN:**

The interns will participate in all activities developed by the Regional Information Hub for Latin America and the Caribbean located in Panama. In particular, interns will have an important role in the development of the so-called bi-weekly security report. This product reports on all relevant topics in the region. To do so, the daily activities of the intern will include the acquisition of relevant information from local media outlets and internal UN reports in order to analyse them further. The intern will also draft the text of the bi-weekly, a pro-active and essential part of the work that we do in UNDSS.

There is also space to work on one larger research topic. This research topic may be chosen by the intern, in coordination with UNDSS and the University, and should be directly or indirectly relevant to threats that can affect the safety and security of the UN in the region. There are plenty of possible topics such as:

- The surge of auto-defence forces all around the region;
- Contested elections in various countries;

- The Maras in Central America and their impact on the UN's operations;
- The re-birth of the "Sendero Luminoso" in Peru;
- Social protests against corruption in the region and their impact on security;
- Etc.

In addition, the intern will be trained in the Security Threat Information Cycle, the doctrine used by the UN to acquire relevant information, examine it, collate it, analyse it and finally disseminate it to the relevant clients. This knowledge will be useful in the rest of studies and professional life.

**HOURS:** Students must be available for a period of **at least** six months starting in January or February 2018 to August 2018. **Only students available for the full six months will be taken into consideration.**

**MCGILL UNIVERSITY REQUIREMENTS:**

- Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2018.
- Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION [Student Handbook](#).

*Note: This internship requires students to take a semester off from their studies in order to meet the host organization's needs and fulfill McGill University's requirements. Discuss with your faculty on how to take a leave of absence.*

**HOST ORGANIZATION REQUIREMENTS:**

*Knowledge and Experience*

- Studying master, or final stage bachelor in Latin American Studies, International Relations, Political Science, Security Studies or similar.
- Excellent verbal and written English and ideally also in Spanish. At least a strong reading capacity in Spanish.
- Preferably reading capacity in Portuguese and/or French.
- Demonstrated interest in Latin American Affairs, preferably related to security issues.
- Experience in use of corporate, media and other specialist databases ideal.
- Excellent computer skills, especially Excel.
- Strong analytical skills.

*Competencies*

- Solutions focused.
- Eager to learn.
- Shows initiative in work, contributing new solutions or new ways of doing things.
- Determines or knows field of own decision making, knows when to escalate or not.
- Clear, committed and delivers on what is required in role and strives to exceed expectations. Shows drive and determination to achieve high standards.
- Comfortable with change, adapts well to changing demands and maintains a positive personal style.
- Communicates clearly both verbally and in writing; plans and organises own workload, prioritising when necessary.
- Likes to work in a team.

**REMUNERATION:** Successful candidates may be eligible for the McGill International Experience Award, valued at \$4,000-\$6,000.

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, visas, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

**HOW TO APPLY:** Students must submit both electronic applications by e-mail to [ion@mcgill.ca](mailto:ion@mcgill.ca). Applications should consist of 1 PDF or Word document comprising the following:

- 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;
- An updated curriculum vitae (1-2 pages).
- Copy of unofficial transcript.

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 include it in your application material.

*Please submit your CV, cover letter, and unofficial transcript together in one PDF or Word document. Please use the following file-name format: `firstname.lastname_application` (ex.: `james.mcgill_application.doc` or `james.mcgill_application.pdf`). In the body of the email please list the internships you are applying to in order of preference, and your student number. Please send one email for all applications, but separate files for each application package.*

ION will only consider applications received from students' official e-mail account.

**APPLICATION DEADLINE:** Tuesday, October 31, 2018, 12pm (noon) EST (Late applications will not be accepted).

**SELECTION:** Only shortlisted candidates will be contacted, within two weeks of application deadline. Please do not email to inquire about the status of your application.

Please note: A formal acceptance of an ION internship is a final decision, and under no circumstances (unless health or family-related) can a student withdraw from the internship after accepting. The consequence of this would be refusal of candidature for future ION internship opportunities. Please remember, revoking a spot in one of the organizations means also revoking it from another student who might have had the opportunity to take it.

**WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- University-Wide Pre-Departure Session
- Internship Debriefing Session (September)

**HEALTH AND SAFETY:**

All applicants should consult the Department of Foreign Affairs and International Trade Canada (DFAIT) Travel Reports for the internship host country prior to applying for this internship.

[http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

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.

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.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

**ENTRY REQUIREMENTS:**

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.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

Non-USA citizens completing an internship (paid or unpaid) in the USA require a J-1 visa. Interns should apply for a J-1 through Cultural Vistas or the SWAP Summer USA Program (Canadians only). Interns should be prepared to pay \$1,300 - \$2,500 for a J-1, and should allow a six-week delay for processing. Neither ION nor the host organization are responsible for helping the intern procure the visa, pay for a portion of the costs, or speed up the processing.