

## Vacancy : Programme Internships

(3-4 months)



### Commencement (please indicate preference clearly in your application):

a) January/February 2019

b) April/May 2019

Based in: Geneva, Switzerland

Reports to: Relevant Programme Managers

Applications close: 25 September 2018

ISHR is an independent, non-profit organization with offices in Geneva and New York. This internship offers a unique opportunity to view the United Nations human rights system at work in Geneva. It provides hands-on experience working for an international non-governmental organisation (NGO) as well as the opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concern. For more information, consult our website [www.ishr.ch](http://www.ishr.ch).

### Key tasks include:

- Assisting with ISHR's training and advocacy support to human rights defenders and networks globally;
- Providing support to the key programme staff in the implementation of project activities, across ISHR's strategic programme areas;
- Contributing to ISHR's outreach and communications, including regular online publications;
- Monitoring and reporting on UN human rights meetings, including the Human Rights Council, treaty body sessions and Universal Periodic Review;

Approximately 15-20% of the work will be administrative in nature.

### Training and Opportunities:

- Interns are fully included in staff meetings, which provide a comprehensive understanding of the work of an international human rights NGO
- Interns also have opportunities to interact and network with human rights defenders, diplomats or other UN and NGO professionals both at the United Nations and at ISHR's office during meetings;
- Where appropriate or necessary for their work, ISHR staff will provide practical sessions and guidance, for example on monitoring UN mechanisms, drafting reports and advocacy documents, utilizing communications technologies, etc.
- Interns will be supervised by one or two experienced programme managers, and can also call on the designated Intern Coordinator with questions about the overall experience.

### Requirements

To be considered, applicants should:

- be an advanced undergraduate student or graduate student in international relations, law, human rights or a related field;
- be motivated to pursue a career in human rights and have a particular interest in the UN human rights system;
- have an excellent level of written and spoken **English**
- be detail-oriented and attentive to nuance, in particular in diplomatic environments;
- be motivated, autonomous and a self-starter, and comfortable occasionally working with limited supervision;
- be able to work as a member of an international and multicultural team and willing to participate in a variety of tasks, as required.

### **Additional Skills**

In 2019, ISHR is particularly interested in candidates who also have the following skills or experiences:

- Minimum intermediate **Chinese** (Mandarin) language
- Advanced to fluent **Spanish or French** language
- Interest or background, including activism in, corporate accountability, women's rights, or LGBTI rights
- Logistics, travel and event planning
- Legal drafting and research including on treaty body jurisprudence
- Background in fundraising

### **Support**

**This is internship is not remunerated.**

However, ISHR pays for a monthly bus pass in Geneva, accident insurance, and a weekly meal allowance during major UN meetings (e.g., the Human Rights Council). Wherever permissible to our donors, we seek earmarked funds to assist in supporting our interns. We will also provide assistance, upon request, in supporting interns' self-funding, for example through third-party awards or academic scholarships.

ISHR is firmly committed to providing internship opportunities for all interested individuals, including individuals from the Global South who contribute substantially to our organizational culture and who may lack access to opportunities at the multilateral level. In that regard, we seek to advertise internship opportunities as early as possible to allow time for administrative procedures.

ISHR will assist in obtaining the relevant work permits. Non-EU citizens requiring a work permit should apply with a start date four to six months after the internship application is submitted.

### **Applications**

Please submit your application by uploading your application letter and a CV via the link below by 25 September 2018.

<https://app.smartsheet.com/b/form/3b59ac52920a47cf95bb2ca5c11a9653>

Incomplete applications will not be considered. **Only short-listed candidates will be contacted.**