

## Vacancy : Programme Interns

(3 months)

### Commencement:

a) Mid-January 2017

b) Throughout 2017, with preference for start dates in early February; early May; and late August.

Based in: Geneva, Switzerland

Reports to: Relevant Programme Managers

Applications close: 13 January 2017

ISHR is an independent, non-profit organization with offices in Geneva and New York. The 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 situations of 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, graduate student or recent graduate 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**; basic **French** language ability can also be helpful
- 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 2017, ISHR is particularly interested in candidates who also have the following skills or experiences:

- Intermediate **Chinese** (Mandarin) language
- Advanced to fluent **Spanish** language
- Logistics, travel and event planning

### **Support**

**This is an unpaid internship.** ISHR pays for the monthly bus pass in Geneva, as well as the accident insurance; during peak work periods, we also seek to remunerate interns for meals when their work requires them to be out of the office for extended periods of time. Wherever it is permissible to our donors, we seek earmarked funds to assist in supporting our interns.

ISHR also assists in obtaining the relevant work permits. **Please note that for these reasons, we can only consider the applications of Swiss or EU citizens for start dates in January and February.** Applications from non-EU citizens who already have a valid work permit for the canton of Geneva will also be considered. Non-EU citizens requiring a work permit should apply with a start date six months after the application is submitted.

### **Applications**

Please submit a cover letter and curriculum vitae by email to [internship@ishr.ch](mailto:internship@ishr.ch) by 13 January 2017. The topic of the email should show clearly your full name and possible start date. Incomplete applications will not be considered. **Only short-listed candidates will be contacted.**