



Internships at the
Division of Multilateral Organisations, Policy and Humanitarian Action
of the International Committee of the Red Cross (ICRC)

The **Division of Multilateral Organisations, Policy and Humanitarian Action** of the International Committee of the Red Cross (ICRC) offers five paid internships for a period of one year. The internships begin on different dates, either in January or in March 2013.

The Division of Multilateral Organisations, Policy and Humanitarian Action:

The role of the Division of Multilateral Organisations, Policy and Humanitarian Action is to assist the action of the ICRC by promoting respect for humanitarian principles and international humanitarian law in the international arena through the establishment of relations and/or coordination with other humanitarian organisations. In addition, the division serves as a centre of expertise for the ICRC's multilateral relations, humanitarian coordination and ICRC policy, monitoring the multilateral humanitarian environment and providing advice and support to field operations.

Job description:

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

- ÿ Assisting the division with the day-to-day management of relations with international organisations and UN agencies (mainly IOM, OCHA, OHCHR, UNHCR, UNICEF and WFP); regional organisations; humanitarian coordination fora (OCHA/IASC); major international NGOs (e.g. MSF, OXFAM, SCF and World Vision); and humanitarian think-tanks;
- ÿ Analysing humanitarian trends, issues and policy developments;
- ÿ Preparing/attending conferences, seminars and bilateral meetings – this may involve research work and speech-writing and, in terms of follow-up, the drafting of reports;
- ÿ Informing ICRC delegations in the field about a variety of international issues;
- ÿ Representing the division at internal and external meetings.

Qualifications:

We are looking for candidates who meet the **following, mandatory requirements:**

- Ø A **Master's degree** in a relevant field (e.g. international relations, international law, international economics, international politics, humanitarian action, development, peace/conflict studies, etc.)
- Ø A good command of both **English and French** (it is necessary to have a very good level of written English and a good working knowledge of French but you will be expected to be able to converse and write in both languages.) ***You will be tested orally and in writing in both languages.***
- Ø Born between **1 January 1983** and **1 January 1988**.
- Ø **Minimum of 6 months full-time prior experience** with an international organisation, an NGO or at a Red Cross or Red Crescent Society headquarters (see non-exhaustive list above).
- Ø **Available for 1 year**, starting either in the first half of January 2013 (Wednesday 2 or Monday 7 January) or 18 March 2013.

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

Successful candidates will also meet the **following criteria:**

- Ø A manifest interest for humanitarian action/issues and the ICRC.
- Ø A demonstrated interest in international affairs and diplomacy.
- Ø The ability to think strategically, to express ideas clearly, both orally and in writing, and to work independently and as part of a team.
- Ø Capacity for research and analytical writing.
- Ø Flexibility and the ability to assist with a variety of tasks based on the needs of the division.
- Ø Additional languages, especially Spanish, are an asset.
- Ø Experience relating to the issues of "business and conflict" or "business and human rights" and/or prior experience in a transnational corporation are also an asset.

Contract:

Recruited interns will be offered a 12-month paid contract. The positions are based at ICRC headquarters in Geneva, Switzerland.

To apply:

Interested candidates should send their complete application (cover letter, résumé/CV and the 2013 internship application form), in either English or French to: **internship.mopha@icrc.org** (quote reference number: MOPHA2013).

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

Please note that we request you to submit these three documents together in one single Word or PDF document.

Please be aware that the ICRC has other internship programmes with separate application processes (for further information see the ICRC website). The application process for delegates is also a separate one. No information on these will be provided by the Division of Multilateral Organisations, Policy and Humanitarian Action.

Deadline for the receipt of applications is Friday 13 July 2012 (by midnight Swiss time)

Late or incomplete applications, as well as those that do not meet the stated requirements, will not be considered. Therefore, please refrain from applying if you do not fulfil the mandatory criteria listed above. Owing to the high number of applications, **no information relating to the selection process or responses to personal queries can be provided.**

Short-listed candidates will be contacted in late July/August for a written test and subsequent phone interview.

Thereafter, a maximum of 16 candidates will be invited to a selection day in Geneva, which will take place in late September 2012. **Please be aware that the ICRC is not in a position to cover any related travel or accommodation costs.**