

2017 CALL FOR PAID INTERNSHIP

If you are seeking an understanding of international relations and youth work, Institute for Cultural Relations Policy (ICRP) offers a paid internship position that provides practical work experience and an introduction to international cultural relations and the life of a non-governmental organisation.

The Budapest-based ICRP is seeking for a native Hungarian speaking intern that will be working closely with management and will be involved with daily administrative tasks.

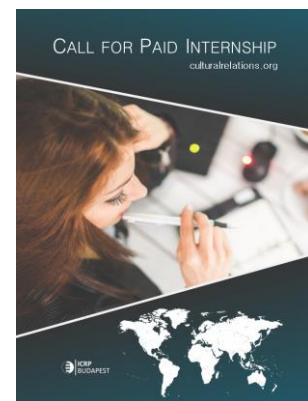
The intern is required to be based in Budapest and will work at home office and the city centre on research and international youth projects.

Post title: Paid Intern, 1 position available

Duration: 6 months

Deadline of application: Applications shall be submitted by Friday, 14 July 2017, 20:00 CET (Budapest time) carrying as subject of the email the indication "Paid Internship Call 2017". Applications submitted after the established deadline will be automatically rejected.

Organisational context: The ICRP is a non-governmental and non-profit organisation fostering scientific education and public discourse regarding cultural relations policy. The institution focuses on global intercultural dialogue and forms of cooperation between intra-cultural entities, aiming to promote the protection of International Human Rights and recognition of cultural diversity and heritage in an interdependent world. Moreover, the ICRP puts a great emphasis on the professional development of young generations by conducting an internationally known and popular internship programme, taking part in international youth initiatives and regularly organising different trainings and workshops.



Description of duties: The selected intern will apply her/his skills in supporting the activities of the ICRP management. S/he will gain understanding of the institution's work and the development of the learning programmes for ICRP interns. The intern will directly report to the Director of the ICRP and contribute to the design, development, promotion, coordination, delivery and evaluation of learning programmes. Specifically, the intern will be responsible for the following activities:

- Support local and international programme preparation, implementation and follow-up (40%)
- Coordinating of the activities of the unpaid Internship Programme (<http://culturalrelations.org/institution/internship>) (20%)
- Carry out other tasks to assist the Director in the implementation of the institution's activities as and where required (20%)
- Conduct market research (screening think tanks, academic institutions, private sector entities, international organisations, non-governmental organisations, arts and culture institutions) on external expertise (speakers, facilitators, coaches, other resource persons) which could benefit the ICRP programmes. (15%)
- Assist the Director by preparing briefings, memos or taking minutes (5%)

Required skills (education and experience):

Essential:

- Applicants can be considered if they meet one of the following:
 - o are enrolled in the final year of a Bachelor's programme; or
 - o are enrolled in a Master's or in a Ph.D. programme; or
 - o are within one year after graduation from a Bachelor's, Master's or Ph.D. programme in International Relations, Political Science, Law or any other related fields;
- Knowledge of international and cultural relations frameworks;
- Self-motivated and committed to continuous learning;
- Ability to work in a multicultural, multi-ethnic environment;
- Native Hungarian;
- Excellent communication skills, coupled with proficiency in oral and written English;
- Excellent drafting skills and ability to structure written materials effectively;
- Well-organized and able to multi-task;
- Proficient in Microsoft Office and Google applications.

Desirable:

- Enrolment in further studies in the above, leading towards a Master's or Doctorate, or the equivalent;
- Proficiency in any of non-EU languages;
- A good understanding of the philosophy, values and mission of the institution.

How to apply: Applications should be submitted exclusively in electronic/digital format (MS Word file) to the ICRP (institute@culturalrelations.org).

Any technical question or problem concerning the application shall be addressed in writing to institute@culturalrelations.org quoting as subject 2017 CFPI Technical Info.

Application Package to be submitted by email to the ICRP shall consist of:

- An up-to-date CV/resume (in MS Word)
- Motivation letter (in MS Word) specifying the preferred start date (anytime between 1 August and 15 September);
- Any relevant documents (in MS Word or pdf) (list of publications, recommendation, etc.)

Selection and commencement: Candidates for the Internship Programme are selected on a competitive basis. Only those candidates who meet the requirements of the position will be short-listed and interviewed. The candidates will be informed of the result of the selection process as soon as it is finalised.

Completion of the programme: At the end of the internship period, a written evaluation of the intern's performance will be prepared and a meeting will be organised with the intern to provide feedback. Upon completion of the Internship Programme the candidate will be provided with a certificate of attendance. A successful internship can be a stepping stone for further career within the ICRP.