

Internship Position Description

Position title Internship 2014

Location New Zealand Embassy, Berlin

Address Friedrichstraße 60
10117 Berlin
Germany

**Application
timelines**

Intake period

March-June
July-September
October-December
January-March

application deadline

17th February 2014
12th May 2014
11th August 2014
13th October 2014

Nature and scope

Our aim is to give you some exposure to all areas of the Embassy's activities including political and economic research and analysis, public diplomacy events, and consular issues.

German language skills, although not indispensable, are an important asset and will considerably enhance the range of work you will be able to perform.

Internships are unpaid, on a voluntary basis, and open to all nationalities. Travel costs and living arrangements are the responsibility of the intern. If you are chosen, a criminal record check is necessary to gain a security clearance. Typically internships last for 13 weeks (1 week handover, 12 weeks internship). We do not accept applications from high-school students. Please send your application documents (CV, covering letter, personal particulars, and referee forms) to us electronically by the application deadline.

Job purpose

Internships enable university students and recent graduates with an interest in international relations to gain an insight into the work of the Embassy.

Frequently Asked Questions

Are applications made outside the recruitment period?

No.

Do I have to be a New Zealand citizen to undertake an internship?

No, our internships are open to all nationalities.

Does my application have to be in English?

Yes, your application and CV must be in English as it is the working language of the Embassy. But German-language skills are, of course, an important asset.

Who can act as a referee, as requested in the application form?

We are looking for referees such as former employers and university professors who will be able to comment on your suitability for an internship.

How many internship places are there?

We offer one place per intake period.

Do you accept applications from recent graduates?

Yes.

If I am unsuccessful in this application round, can I apply in another round?

Yes, we have limited availability at any one time, so we cannot accept everyone. Repeat applications are welcome.

What are the working hours?

The Embassy's working hours are Monday to Thursday from 9am to 5.30 pm and Friday from 9 am to 4.30 pm. Unless an alternative is agreed on, you should be prepared to work the same hours as embassy staff.

Can I attend university while undertaking the internship?

We understand that many interns are still completing their studies. To balance working with university commitments we can be – up to a point – flexible regarding working hours. If your application is successful, the hours would need to be agreed on at the outset, i.e. before commencing with us.

Is the internship paid/are there any allowances?

Our internships are unpaid and on a voluntary basis. We do not provide allowances for meals, transport, accommodation, health insurance etc. You may try to seek funding from your tertiary institution.