## Internship Position Description and frequently asked questions.

Position title Internship 2013

**Location** New Zealand Embassy, Berlin

**Address** Friedrichstrasse 60

10117 Berlin Germany

Application Timelines

Intake Period
Mid-March -June
July-September

October-December
January-March

**Application deadline** 

18<sup>th</sup> February 2013 13<sup>th</sup> May 2013 12<sup>th</sup> August 2013 14<sup>th</sup> October 2013

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 enhance considerably the range of work you are able to perform.

Internships are unpaid, on a voluntary basis and open to all nationalities. Travel costs, travel 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 12 to 16 weeks. We do not accept applications from high school students.

Job purpose

Internships allow 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 accepted?

# Do I have to be a New Zealand citizen to undertake an internship? No, our internships are open to all nationalities.

#### How do I address the Selection Criteria?

Our criteria follow the models commonly used in government recruitment. When addressing the selection criteria you need to provide statements addressing specific situations that demonstrate your interest, abilities and claims.

## Which language should my application be in?

Your application and CV must be in English as it is the working language of the Embassy. German language skills are 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 the applicant's suitability for an internship. However if you only have references in written form, you may put in the contact data of the person(s) who provided the reference in writing.

## How many internship places are there?

We offer one place per intake period.

## **Do you accept applications from recent graduates?** Yes

#### If I'm not successful in this intake can I apply in another round?

Yes, we have limited availability so can't accept everyone. Repeat applications are welcome.

#### What hours am I expected to work?

Working hours at the Embassy are Monday-Thursday 9am-5.30pm and Friday 9am-4.30pm. Unless an alternative is agreed on, you should anticipate working the same hours as embassy staff.

### Can I attend university whilst undertaking the internship?

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

### Is the internship paid/ are there any allowances?

Our internships are unpaid and are 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.