

## **Intern Position at Permanent Representation of Ireland to the Council of Europe, Strasbourg**

### **Vacancy Notice**

The Permanent Representation of Ireland to the Council of Europe is inviting applications from suitably qualified candidates who wish to be considered for appointment as temporary whole-time Intern. Candidates who have previously undertaken an internship or employment of six months or more (or who have already had a second internship) in the Department of Foreign Affairs and Trade or in an Irish Diplomatic Mission abroad are not eligible to compete.

The contract will be for 11 months. Candidates should be available to assume their position by 1 September 2016.

### **Job Description**

The position of attaché involves, *inter alia*:

- Preparing for, attending and reporting on Council of Europe meetings, including Committee of Ministers' Deputies, rapporteur groups, EU coordination etc.
- Research and provision of background material in relation to execution of judgements of the European Court of Human Rights
- Liaison with Irish Government Departments, in particular in the context of representing Irish position at Rapporteur Group on Social and Health Questions, and Rapporteur Group on Education, Culture, Sport, Youth and the Environment
- Short and medium term research projects
- Drafting of briefing and speech material on ad hoc basis, as required

### **Required attributes**

- National of an EU member state
- Fluency in English
- Working knowledge of French
- Honours primary degree
- Relevant work experience

## **Desirable attributes**

- Understanding of Irish foreign policy priorities and Irish government administration
- Knowledge of Council of Europe structures and history
- High level of written and oral communication skills
- Work experience in multilateral or international organisation
- Good organisational skills
- High level of flexibility

## **Salary and conditions**

Salary will be €2,647 per month. Hours of attendance are fixed on the basis of not less than 43¼ hours per week, and officers will be expected to be flexible to accommodate the schedule of Council of Europe meetings and events.

The position will be based in Strasbourg and successful candidates are responsible for their own accommodation.

Successful candidates will be entitled to 23 days annual leave calculated on a pro rata basis according to the length of contract.

Candidates should note that citizens of non-European Economic Area (EEA) States are not eligible to compete. The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway.

## **Application Process**

Please submit (by email) a full C.V., which should include the names and contact details of two referees, together a cover letter in English, in which you highlight why you are applying and why you think you are suitable for the position:

Mr Frank Power

Permanent Representation of Ireland to the Council of Europe

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Applications must be submitted by **17:00 CET on 27 June 2016** Shortlisted candidates will be invited for interview in Strasbourg or by video conference from Dublin or another Irish diplomatic mission. Please note that travel expenses will not be paid.