



AGENCY FOR THE PROHIBITION OF NUCLEAR WEAPONS IN  
LATIN AMERICA AND THE CARIBBEAN (OPANAL)

Inf. 02/2018  
17 January 2018

## **INTERNSHIP PROGRAMME**

### **1) The internship**

The purpose of an internship at OPANAL Secretariat is to provide graduate and postgraduate students from the fields of international relations, international law and political sciences with on-the-job training opportunities. Internships will be granted on a limited scale and the participants will receive guidance and support from the Secretariat officers with respect to the duties to be performed, including:

- Assisting in meeting preparations;
- Assisting in the elaboration of proposals in support of the Agency's programmes;
- Assisting in the translation of documents (particularly English↔Spanish; knowledge of Portuguese and French is an asset);and
- Assisting in the organization of documentation.

### **2) Duration**

A 5-month internship.

First half of 2018: from 19 February to 13 July.

Second half of 2018: from 16 July to 14 December.

Interns are expected to adhere to the following timetable:

Monday through Thursday - from 9:00 a.m. to 05:00 p.m.

Friday – from 9:00 a.m. to 02:00 p.m.

### **3) Status of an intern**

Although interns will not be regarded as officers of the Agency, they will report to the Secretary-General.

#### **4) Privileges and immunities**

Interns shall not be entitled to the privileges and immunities by the Host State (Mexico).

#### **5) Insurance**

OPANAL does not provide any insurance coverage, medical or otherwise. An insurance certificate is required. Interns are entirely responsible for any insurance coverage that they may need.

#### **6) Confidentiality**

Interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized to do so by OPANAL.

#### **7) Application**

Candidates must submit the following:

1. Curriculum Vitae (2 pages maximum)
2. Statement of purpose (1 page maximum)
3. Certified copies of university studies transcripts (including courses taken and grades received).
4. A letter of endorsement from the candidate's academic institution or Ministry of Foreign Affairs
5. Two letters of recommendation
6. A proof of enrolment in a health insurance plan.

#### **8) Financial Support**

Elected candidates will receive a round-trip airfare to Mexico City, and a monthly allowance of USD 1,000.00 for accommodation and living costs.

#### **9) Deadline for the submission of applications**

**For the first half of the year: Tuesday, 6 February 2018.**

**For the second half of the year: Friday, 1 June 2018.**