



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

Inf.03/2016Rev.
1 December 2016

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:

- Assist in meeting preparations;
- Assist in the elaboration of proposals in support of the Agency's programmes;
- Assist in the translation of documents (particularly English↔Spanish; knowledge of Portuguese and French is an asset);
- Assist in the organization of archives; and
- Other duties as requested by the Secretary-General.

In this programme, interns will not receive a salary or any other form of remuneration from OPANAL. Interns will be responsible for their own travel and living expenses, as well as for having medical insurance coverage for the duration of the internship. Interns will also be responsible for complying with all relevant immigration policies established by the Mexican Government.

2) Duration

A 4-month internship.

First half of 2017: from 6 March to 30 June.

Second half of 2017: from 3 July to 3 November.

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.

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Interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized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 (2 pages maximum)
3. Certified copies of university studies transcripts (including courses taken and grades received).
4. a written sample of research work or an abstract of academic papers (3-12 pages maximum)
5. A letter of endorsement from the candidate's academic institution or Ministry of Foreign Affairs
6. Two letters of recommendation
7. a proof of enrolment in a health insurance plan

8) Deadline for the submission of applications

For the first half of the year: Tuesday, 31 January 2017.

For the second half of the year: Monday, 1 May 2017.