



**OPANAL**  
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean  
**Secretariat**

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**Inf.27/2018**  
29 November 2018

**2019 Internship Programme Earmarked  
for Caribbean Member States**

**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, which include:

- 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 2019: from 4 February to 5 July.
- Second half of 2019: from 1 July to 2 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 privileges and immunities by the Host State (Mexico).

**5) Confidentiality**

Interns are required to keep confidential any and all unpublished information they may have access to during the course of their internships and may not publish any reports or papers on the basis of information obtained,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.

**6) Application**

Candidates must submit the following:

1. Curriculum Vitae (2 pages maximum/500 words);
2. Statement of purpose (1 page maximum/200 words);
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; and
6. A proof of enrolment in a health insurance plan.

**7) Financial Support**

Selected candidates will receive a round-trip airfare between their country and Mexico City, and a monthly allowance of USD 1,000.00 for accommodation and living costs.

**8) 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.

**9) Accommodation**

The Secretariat does not provide accommodation to the interns. Interns are responsible for finding and securing their own accommodations. The Secretariat may help according to the possibilities.

**10) Deadline for the submission of applications**

For the first half of the year: Monday, 7 January 2019.

For the second half of the year: Monday, 27 May 2019.

**11) Application should be addressed to:**

Ms. Noemí Rodríguez Velázquez, Translation and Education Officer  
[nrodriguez@opanal.org](mailto:nrodriguez@opanal.org) and [secretaria@opanal.org](mailto:secretaria@opanal.org)