



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

Secretariat

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Internship Programme earmarked for Caribbean Member States – 2021

During the XXIV Regular Session of the General Conference of OPANAL, held on 26 November 2015 in Mexico City, the Government of the Netherlands and OPANAL signed a cooperation agreement to provide financial support to two applicants from the Caribbean Member States to carry out, in person, an internship period at the OPANAL Secretariat.

The XXVI Regular Session of the General Conference of OPANAL held on November 7, 2019 in Mexico City, adopted the Resolution CG/Res.10/2019, inviting the OPANAL Member States to promote and support the Internship Programme, as well as to its present candidacies.

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, political sciences, translation and IT/Software 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 regarding the duties to be performed, which include but are not limited to:

- Assisting in meeting preparations;
- Assisting in the elaboration of proposals in support of the Agency's programs;
- Assisting in the translation of documents (particularly English↔Spanish; knowledge of Portuguese and French is an asset);
- Assisting in the organization of documentation and the institutional archive;
- Assisting with research and background investigation of documents prepared by the Secretariat;
- Other duties as requested by the Secretary-General

The duration of the Internship Programme is 5 months (from 15 July to 14 December). The internship will be carried out either physically, blended or remotely, depending on the accurate status of the SARS-CoV-2 pandemic. The interns are expected to adhere to the following timetable:

Monday through Thursday – from 09.00 AM to 05.00 PM.

Friday – from 09.00 AM to 02.00 PM.

Although interns will not be regarded as officers of the Agency, they will report to the Secretary-General. Additionally, interns shall not be entitled to the privileges and immunities by the Host State (Mexico). Ultimately, the interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized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.

The selected candidates will receive a **round-trip airfare** to Mexico City, and a **monthly allowance of USD \$1,000.00** for accommodation and living expenses. The Secretariat does not provide accommodation to the interns. Interns are responsible for finding and securing their own lodging in Mexico City.

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. OPANAL reiterates it is not responsible for any costs generated by COVID-19 or any other health incident.

Application Process

To apply, please submit the following documents in one email to info@opanal.org:

- 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) Proof of enrolment in a health insurance plan.

All documents must be addressed to the Secretary-General of the Agency, Ambassador Flavio Roberto Bonzanini.