



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

**Secretariat**

*May 25th, 2021*

**Inf.19/2021**

**Original:** English/Spanish

**Internship Programme without financial support – 2021**

**The Internship**

The purpose of an Internship at OPANAL Secretariat is to provide professional experience without economic support, to graduate and postgraduate students from the fields of International Relations, International Law, Political Sciences, Translation and IT/Software.

The selected interns 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 programmes;
- Assisting in the translation of documents (particularly English↔Spanish; knowledge of Portuguese and French will be considered as 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

**Duration**

The internship has a flexible duration of maximum 5 months. Candidates need to indicate their intended duration in the application. The internship will be carried out either physically, blended or remotely, depending on the accurate status of the SARS-CoV-2 pandemic in Mexico City.

**Schedule**

The interns are expected to adhere to the following schedule:

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 Ultimately, the interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized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

### **Insurance**

OPANAL does not provide any insurance coverage, medical or otherwise. An insurance certificate is required. Interns are entirely responsible for any insurance coverage they may need. OPANAL reiterates it is not responsible for any costs generated by COVID-19 or any other health incident.

### **Requirements**

- Background in International Relations, Law, Political Science, Translation, IT/Software, Journalism.
- Demonstrated interest in disarmament, non-proliferation, international security
- Research and drafting skills
- Proficiency in two of the four official languages of OPANAL (Spanish, English, French, Portuguese)

### **Application Process**

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