

Internship Position Description

Position title	Internship 2016
Location	New Zealand Embassy, Berlin
Address	Friedrichstraße 60 10117 Berlin Germany

Application timelines	Intake period	Application deadline
	6 months Jan - Jun Jul- Dec	no deadline

Typically our internships are for graduates and last for 6 months, but exceptions can be made from time to time. Voluntary internships are available for interested students for a duration of 3 months (check: *Position Description and frequently asked questions-students* for more information). Please indicate your availability and time preference in your application. You should submit your application at the very latest 8 weeks before you would like to commence your internship, but earlier submission is appreciated.

Nature and scope Aim is to give interns some exposure to all areas of the Embassy's activities including political and economic research and analysis, public diplomacy events and consular issues.

The Embassy shares office with [Education New Zealand](#) (ENZ). [ENZ](#) as a government organisation works to build awareness of New Zealand as a study destination.

Part of the internship is ENZ support (promoting and marketing New Zealand as an education destination to international students).

German language skills are **a key** asset and will considerably enhance the range of work you will be able to perform.

Interns are paid the current German minimum wage. Internships are open to all nationalities. Travel costs and living arrangements are the responsibility of the intern. If you are chosen, a criminal record check is necessary to gain security clearance. We **do not** accept applications from high

school students. Please send your application documents (CV, cover letter, personal particulars and referee forms) to us electronically at the very latest 8 weeks before you would like to commence your internship.

Job purpose

The internships enable recent graduates /students with a degree with an interest in international relations to gain an insight into the work of the Embassy.

Frequently Asked Questions

Do I have to be a New Zealand citizen to undertake an internship?

No, our internships are open to all nationalities.

Does my application have to be in English?

Yes, your application and CV must be in English as it is the working language of the Embassy. German language skills are a key asset.

Who can act as a referee, as requested in the application form?

We are looking for referees such as former employers and university professors who will be able to comment on your suitability for an internship.

How many internship places are there?

We offer one place per graduate internship program - but exceptions are made from time to time.

If I am unsuccessful in one application round, can I apply in another round?

Yes, as we have limited availability, repeat applications are welcome.

What are the working hours?

The Embassy's working hours are Monday to Thursday from 9am to 5:30pm and Friday from 9am to 4:30pm. Unless an alternative is agreed upon, you should be prepared to work the same hours as embassy staff.

Christmas

The Embassy closes over Christmas.

Can I attend university while undertaking the internship?

We understand that some interns are completing their studies. To balance working with university commitments we can be flexible (to a point) regarding working hours. If your application is successful, the hours would need to be agreed upon at the outset, i.e. before commencing with us.