

## Internship Position Description

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<b>Position title</b>	Internship 2016
<b>Location</b>	New Zealand Embassy, Berlin
<b>Address</b>	Friedrichstraße 60 10117 Berlin Germany

<b>Application timelines</b>	<b>Intake period</b>	<b>Application deadline</b>
	3 months	no deadline
	March-May	
	Jun-Aug	
	Sept-Nov	
	Dec-Feb	

Typically voluntary internships last for 3 months, but exceptions can be made from time to time. Please indicate your availability in your application. You should submit your application at the very latest 5 weeks before you would like to commence your internship, but earlier submission is appreciated.

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

German language skills are an important asset and will considerably enhance the range of work you will be able to perform.

Internships are unpaid, voluntary and 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 5 weeks before you would like to commence your internship.

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**Job purpose** The voluntary internships enable university students 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. But German language skills are, of course, 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 intake period per program - but exceptions are made from time to time.

#### **Do you accept applications from recent graduates for the voluntary program?**

Yes, from graduates in full-time education who intend to continue with further tertiary study.

#### **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 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.

#### **Is the internship paid/are there any allowances?**

Our voluntary internships are unpaid. We do not provide allowances for meals, transport, accommodation, health insurance etc. You may try to seek funding from a tertiary institution.