

INTERNATIONAL LAW AND ORGANIZATIONS PROGRAM
INTERNSHIP PROGRAM
SECOND HALF OF 2004

28 January 2004

Dear Friend,

Thank you for your enquiry about the International Law and Organizations Program (ILOP) Internship Program. I am enclosing our information/application pack containing full details of the program.

For the July – December 2004 Internship program we require:-

London	3 interns
Geneva	1 intern
New York	1 intern

The deadline for receipt of applications is 9 April 2004. Completed applications for all available internships should be sent to:

Monica McIntosh,
ILOP Coordinator,
International Secretariat,
Amnesty International,
1 Easton Street,
London WC1X 0DW, UK.

Yours sincerely,

Monica McIntosh
International Law and Organizations Program Coordinator

**APPLICATION FORM FOR VOLUNTEER INTERNSHIP
INTERNATIONAL LAW AND ORGANIZATIONS PROGRAM
AMNESTY INTERNATIONAL**

Please complete all 3 PAGES of this form. Please type or write clearly in black ink. You may continue on the last page if there is not enough space to answer any of the questions. Please return **1) this form 2) your curriculum vitae and 3) an example of your written work to:** Monica McIntosh, ILOP Coordinator, International Secretariat, Amnesty International, 1 Easton Street, London WC1X ODW, United Kingdom Telephone: 44 (20) 7413 5737 Fax: 44 (20) 7956 1157

All information will be treated confidentially

1. NAME

(Family name/surname)

(Other names)

2. ADDRESS

.....Postcode.....

Telephone dayevening.....

3. DATE OF BIRTH

4. NATIONALITY AT BIRTH:

PRESENT NATIONALITY:

5. Please indicate if you have a registered disability*

.....
**AI actively promotes equal opportunities and disabled candidates are particularly welcome*

6. LANGUAGES

First language:

Other languages:

(Please indicate degree of fluency: A-fluent B-very good C-good D- fair E-poor)

Language: Speak Write Read Understand

- i)
- ii)
- iii)

7. PLEASE INDICATE your order of preference (1st, 2nd, 3rd) for an internship position: London, Geneva and New York. If you have only one or two preferences, please so indicate.

- 1.
- 2.
- 3.

8. PLEASE DESCRIBE BRIEFLY why you want to be a volunteer intern with Amnesty International:

9. PLEASE STATE YOUR PARTICULAR AREAS OF INTEREST within the field of human rights and briefly explain why you are interested in them:

10. PLEASE LIST ANY OTHER SKILLS you consider you have which would be useful for working with ILOP:

11. PLEASE GIVE ANY INFORMATION which you feel might support your application, including details of travel, periods of residence abroad, any organizations to which you belong (including Amnesty International), any voluntary activities you have undertaken, your hobbies and interests:
12 PLEASE ATTACH A CURRICULUM VITAE/RESUME - listing education and degrees obtained; other qualifications and experience; employment history (either paid or unpaid); publications, if any

13. PLEASE ENCLOSE A PIECE OF WRITTEN WORK representative of your best efforts, preferably in English, such as a paper prepared for an academic course or a publication. This is **essential**. You may also submit a writing sample in French or Spanish if you wish, for information. (Please note that these papers will **not** be returned to you.)

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14. REFERENCES:

Please give the names, complete and current addresses and telephone numbers of three people who are familiar with you and your academic work or work experience; try to include at least two tutors/employers. Please state how long you have known them. [We take up references for the successful candidates only. Any offer of an internship will not be confirmed until all reference letters are received.]

i)

Name:

Address:

E-mail:

Position/occupation:

ii)

Name:

Address:

E-mail:

Position/occupation:

iii)

Name:

Address:

E-mail:

Position/occupation:

16. I certify that all the information given on this application form is correct

Signed

Date

*Please note: There are three sides to this application and all sides must be completed
Don't forget your writing sample!
Information for potential candidates*

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INTERNATIONAL LAW AND ORGANIZATIONS PROGRAM
INTERNATIONAL LAW AND ORGANIZATIONS
INTERNSHIP PROGRAM
July – December 2004
LONDON, GENEVA, NEW YORK

The Aim of our internship program is:

To provide work experience in an international human rights organization for individuals who intend to work within human rights in the future. Interns contribute to the work carried out by ILOP which is not solely academic in nature; all of the internships include some administrative tasks.

General information

We publicize our internship program internationally and receive applications from all over the world. Selection is made on the basis of the application form, curriculum vitae and submitted written work. The application form attached explains these criteria in detail. Candidates are not formally interviewed.

Internships run for a period of six months, full-time, and are voluntary (unpaid). **Return travel costs and insurance for the duration of the internship will be paid by ILOP. In addition to this a stipend to cover local travel expenses and lunch is also provided.** All other costs associated with the internship (e.g. accommodation and living expenses) are to be covered by interns.

A background in law (particularly human rights law) or international relations is essential. Some knowledge of international human rights law or practice and intergovernmental organizations (IGOs) would be an advantage.

The working language of AI is English. The other official AI languages are French, Spanish and Arabic. A very good level of written and spoken English is required for interns in all locations. A fluent level of written and spoken French is also required for Geneva.

Much of our work is computerized and interns must be willing to be trained to work with the available technology.

Interns are required to comply with AI's policy and rules relating to Health and Safety, Cultural Diversity and Equal Opportunities and with its security regulations.

Please note: An ILOP internship does not lead to employment with Amnesty International.

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WHAT IS THE INTERNATIONAL LAW AND ORGANIZATIONS PROGRAM?

The International Law and Organizations Program (ILOP) campaigns against human rights violations at the United Nations (UN) and other intergovernmental organizations, and provides information and advice on international law and standards, especially human rights law. ILOP leads AI's work on the UN and regional intergovernmental organizations, such as the Council of Europe (CoE), the Organization for Security and Co-operation in Europe (OSCE), the Organization of American States (OAS) and the Organization of African Unity (OAU).

ILOP is responsible for the day-to-day relations with international organizations, both governmental and non-governmental, making submissions of AI information to intergovernmental organizations, and arranging participation in appropriate meetings. Via the permanent AI representatives in New York and Geneva, ILOP monitors international developments relevant to the work of the IS and the movement. It also mobilizes the worldwide AI membership to campaign on issues dealt with by international organizations. ILOP is structured in the following way:-

Senior Director's office: including the Senior Director, Program Director and ILOP Coordinator

Legal Advice branch: with five Legal advisers and three Assistant Advisers on International and Regional Organizations. Legal advisers give legal and political advice to the research and action teams in the Regional Programs, particularly on matters of international and national law. They are also involved in AI's thematic work at the UN, particularly the development of international law and standards; and lead AI's work on regional intergovernmental organizations. Assistant Advisers on International and Regional Organizations work principally on regional intergovernmental organizations, UN treaty bodies and thematic mechanisms and mobilizing AI membership action.

International Organizations (IO) branch: with two Advisers on International Organizations and one Assistant Adviser in London; one UN Representative and a Deputy-representative in AI's UN office in Geneva and one Head of office and Representative; a Representative and a Deputy Representative in AI's UN office in New York. The IO branch leads AI's work on the UN and other global organizations, looking at our country work through the perspective of such global institutions. The New York and Geneva teams monitor and lobby at the meetings of the UN and other international bodies relevant to AI's work. New York's responsibilities include the UN Security Council and General Assembly.

Geneva's responsibilities include the UN Commission on Human Rights, the High Commissioner for Human Rights, the Sub-Commission on Prevention of Discrimination and Protection of Minorities.

International Justice Project (IJP): staffed by a legal adviser and an assistant legal adviser, the International Justice Project was established primarily to campaign against impunity. In this connection, it is campaigning for the prompt establishment of the International Criminal Court (ICC), a permanent independent judicial body created by the international community of states to prosecute the gravest possible crimes under international law and for the enactment and implementation of effective universal jurisdiction legislation over war crimes, crimes against humanity, genocide and torture, strengthening the existing system of extradition and mutual legal

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assistance and other steps.

Desirable skills for interns in the IJP are a good knowledge of human rights and humanitarian law, familiarity with criminal law and procedure and a good reading knowledge of French and Spanish.

In addition to core staff, ILOP has three interns in London and one each in New York and Geneva, as well as other volunteer helpers.

LONDON INTERNSHIPS

We offer three six-month internships twice a year at the International Secretariat in London - recruiting a total of six interns per year.

Each intern will work exclusively for the six-months with either the Legal Advice branch, the International Organizations branch or with the International Justice Project.

Interns are an integral part of the branch in which they are working and ILOP as a whole. They contribute actively to their teams and to wider program issues and activities. The work is a mixture of short and long-term projects (There is a variety of research and writing opportunities on substantive human rights issues; for example, AI's campaigning work on the development of international standards) as well as day-to-day issues and tasks some these being administrative in nature. Interns do their own administrative work and assist their teams with general office tasks.

Interns are often engaged in synthesizing AI country information into thematic papers for submission to the UN or other international organizations. Preparation of these papers brings the interns into contact with country research and action teams in the Regional Programs.

Project work is supervised but interns are expected to be able to work independently, use their initiative and manage their own workload.

Interns are responsible for arranging their own UK visa/work permit **before arriving in the UK**. AI can provide a supporting letter on request.

GENEVA AND NEW YORK INTERNSHIPS

We offer two internships per year at each of AI's two UN offices, in Geneva and New York - recruiting a total of four interns a year for these locations.

Interns work alongside Amnesty International's Head of Office, UN Representative and Deputy-representative as an integral part of the team, participating in lobbying efforts, monitoring UN meetings, as well as liaising with London and AI Sections worldwide.

Visas/work permits: For Geneva, a work permit can be obtained on condition that the intern lives in the canton of Geneva; we *can help* obtain this, as long as interns can provide written proof to Swiss authorities that they have sufficient means to live in Geneva.

For New York, applicants must already be allowed to work in the United States or obtain the

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correct visa themselves; we *cannot* help obtain this except to provide a formal letter confirming and providing details of the internship.

Working hours in New York are normally 0900-1700h or 1000-1800h, with some flexibility during the General Assembly (September-December each year). In Geneva, hours are normally 1000-1800h, with some flexibility during the Commission on Human Rights (in March/April each year).

Further information

If you require any further information, please contact the Coordinator of the International Law and Organizations Program, Amnesty International, International Secretariat, 1 Easton Street, London WC1X ODW, UK

Tel: 00 44 (20) 7413 5737

Fax: 00 44 (20) 7956 1157

You may also contact our Deputy Representatives to the UN:

New York:

Amnesty International
United Nations Office
777 United Nations Plaza
New York NY 10017
USA

Tel: + 1 212 867 88 78

Fax: + 1 212 370 01 83

Geneva:

Amnesty International
United Nations Office
15 route des Morillons
1218 Grand-Saconnex
Geneva, Switzerland

Tel: + 41 22 798 25 00

Fax + 41 22 791 03 90

The International Secretariat of Amnesty International is committed to a comprehensive policy of Cultural Diversity and Equal Opportunities in which individuals are selected and treated solely on the basis of their relevant merits and abilities and are given equal opportunities within the Secretariat. All staff, whether paid or voluntary, will work collectively and individually within the terms and intentions of the Cultural Diversity and Equal Opportunities Policy to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

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**INTERNATIONAL LAW AND ORGANIZATIONS PROGRAM (ILOP)
INTERNSHIP PROGRAM - CALL FOR APPLICATIONS**

February 04

Dear Friend

We are welcoming applications for the next round of volunteer internships in the International Law and Organizations Program (ILOP) of Amnesty International. Please publicize these internships and pass the information on to colleagues and appropriate contacts.

Five internships will begin in July 2004: three in ILOP=s offices at the International Secretariat in London, one at AI=s UN office in Geneva and one at AI=s UN office in New York.

All internships run for a period of six months, full-time, and are voluntary (unpaid). Interns' return travel costs (agreed in advance by the program) are paid as well as a stipend to cover daily travel expenses and lunch

A background in law, international politics, international relations, political science or similar is essential for these volunteer posts. Some knowledge of international human rights law or practice or of international relations or intergovernmental organizations is useful.

Some administrative experience is essential to work in Geneva and New York. The cost of living in both cities is high. A very good level of French is required for Geneva in addition to English. For New York, prior permission to work in the USA is essential.

Completed applications for all available internships should be sent to:

ILOP Coordinator,
International Secretariat,
Amnesty International,
1 Easton Street,
London WC1X 8DJ, UK

Deadline: Friday 9 April 2004

Thank you for your assistance in advertising the Internship Program.

Yours sincerely
Monica McIntosh

LIOP Coordinator

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