

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

Monday 30 July 2007

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 onto colleagues and appropriate contacts.

Five internships will begin in January 2008 and July 2008 respectively: 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 or international relations to graduate level is essential for these volunteer posts. Some knowledge of international human rights law or practice, or of international relations or intergovernmental organizations, is useful.

Please note that administrative tasks are an integral element of the work. A 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 0DW, UK

Deadline: Friday 14 September 2007

Thank you for your assistance in advertising the Internship Program.

Yours sincerely,

Monica McIntosh & Francesco Guzzardi
ILOP Coordinator

INTERNSHIP PROGRAM

January – June 2008 / July – December 2008

30 July 2007

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 periods January – June 2008 and July - December 2008

For each of the above Internship program we require:-

London 3 interns

Geneva 1 intern

New York 1 intern

The deadline for receipt of applications is Friday 14 September 2007. **We will not consider any applications received after this date.** Completed applications for all available internships should be sent to: The ILOP Coordinator, International Secretariat, Amnesty International, 1 Easton Street, London WC1X 0DW, UK. Alternatively applications can be e-mailed to: llopcordinator@amnesty.org

Yours sincerely,

The ILOP Coordinator
International Law and Organizations Program

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

Please complete all 4 PAGES of this form. Please type or write clearly in black ink. You may continue on a separate sheet if there is not enough space to answer any of the questions. Please return 1) this form 2) your curriculum vitae by Friday 14 September 2007 to: The ILOP Coordinator, International Secretariat, Amnesty International, 1 Easton Street, London WC1X ODW, United Kingdom. Telephone: 44 (20) 7413 5737 Fax: 44 (20) 7956 1157. Alternatively, you can send it by E-Mail: ilopcoordinator@amnesty.org

All information will be treated confidentially

Please indicate (circle) the internship programme that you are applying for :

January – June 2008

July – December 2008

1. NAME

(Family name/surname)

(First/other names)

2. ADDRESS

.....

.....Postcode.....

Telephone: dayevening.....

E-Mail:

3. NATIONALITY AT BIRTH:

PRESENT NATIONALITY:

4. LANGUAGES

(Please indicate whether you can converse by telephone and or draft formal correspondence in any of the languages listed below. **Tick** where appropriate – **we may interview short-listed applicants by telephone**).

Language: **Speak** **Write**

English

French

Spanish

Arabic

Other (please specify):

5. Please describe why you want to be a volunteer intern at Amnesty International and specifically what you hope to achieve by doing the internship.

6. Please indicate in order of priority (1, 2 or 3) where you would like to undertake the internship. You

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can choose one or more locations. If you can undertake the internship at one location only, you will be considered only for the location you have chosen.

London (internship with the International Justice Project,
International Organizations or Legal Advice teams)

Geneva (internship with the IO team)

New York (internship with the IO team)

No Preference

PLEASE NOTE THAT THERE ARE SIGNIFICANT DIFFERENCES IN THE CHARACTER OF THE WORK BETWEEN THE TEAMS AND THE LOCATIONS. SEE BELOW FOR A DESCRIPTION OF THE VARIOUS INTERNSHIPS

7. Please describe why you want to work with the particular team/s (indicated in question 6).

If you have chosen to undertake your internship in London, please also indicate in order of priority (1, 2 or 3) with which ILOP team you would like to work.

Please note that while ILOP will take your preference into consideration, the final decision on your assignment to a specific team will be at our discretion.

Legal Advice team

International Organizations team

International Justice Project

8. Please state your particular areas of interest within the field of human rights and briefly explain why you are interested in them:

9. Please list any other skills you consider you have which would be useful for working with ILOP:

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10. Please give any information which you feel might support your application, including details of human rights activities you have undertaken (i.e. voluntary work or affiliation to a particular organization including Amnesty International).

11. PLEASE ATTACH A CURRICULUM VITAE/RESUME - listing education and degrees obtained; other qualifications and experience; employment history (either paid or unpaid) and publications, if any.

12. How do you think Amnesty International can contribute (or contributes) to the promotion and protection of human rights? **PLEASE ANSWER THE QUESTION IN ENGLISH IN NO MORE THAN 700 WORDS.**

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13. REFERENCES:

Please give the names, complete and current address and e-mail 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. [Please do not enclose reference letters with this application. We take up references for 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:

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

Signed

Date

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**INTERNATIONAL LAW AND ORGANIZATIONS
INTERNSHIP PROGRAM
January – June 2008/ July – December 2008
LONDON, GENEVA, NEW YORK**

The Aim of our internship program is:

To provide work experience for individuals who intend to work with human rights in the future. Interns contribute to the work carried out by ILOP, their tasks include substantive projects as well as some administrative duties.

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 a telephone interview of short-listed candidates. The application form attached explains these criteria in detail.

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 to graduate level 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. Fluency in written and spoken French would be an asset for Geneva.

Much of our work is computerized and interns must be willing to be trained to work with the available information technology. Some training will be provided if necessary.

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) works to further AI's objectives as expressed in AI's country and thematic strategies at the international level and to provide the AI movement with expert advice consistent with the vision of the organization on international human rights and humanitarian law.

Externally, ILOP works to encourage governments – when they operate as members of global and regional intergovernmental organizations (IGOs), such as the UN, the Council of Europe, the Organization for Security and Co-operation in Europe, the Organization of American States and the African Union -- to adopt and implement international human rights treaties and standards, resolutions and decisions geared to protect and fulfil all human rights. In order to do so, ILOP uses IGOs as platforms by participating actively in relevant meetings, drawing the attention of IGOs to country and thematic situations of concern to AI and submitting information to relevant IGO bodies and mechanisms. ILOP assists IGO human rights bodies and mechanisms to carry out their mandates by providing targeted and timely information on violations of human rights, recommending ways of addressing these and monitoring and pushing for the implementation of their resolutions and decisions. Furthermore, ILOP contributes expertise and legal advice to IGOs as appropriate to further the organization's objectives, including in connection with standard-setting initiatives.

ILOP is responsible for the day-to-day relations with intergovernmental organizations. It coordinates submissions of AI information to intergovernmental organizations and participation of AI delegations in relevant meetings. Via the permanent AI representatives in New York and Geneva, ILOP monitors international developments relevant to AI's work. It also mobilizes AI membership when issues of concern to AI are being addressed by international organizations and there are opportunities to influence their decisions.

Internally, within the AI movement, ILOP provides advice on and ensures the consistency and quality of AI statements and materials with regard to international human rights and humanitarian law, and works to build the capacity of the movement to work effectively with IGOs, to ensure that they promote and protect human rights.

ILOP is structured in the following way:

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

Legal Advice branch: with one Senior Legal Adviser, five Legal Advisers and three Assistant Advisers on International and Regional Organizations, and a Legal Adviser on International Law and Gender. Legal Advisers give legal and political advice to country 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 with regard to the development of international law and standards; and lead AI's work on regional intergovernmental organizations. Assistant Advisers work principally on mobilizing AI's membership for action on regional intergovernmental organizations..

International Organizations (IO) branch: with three Advisers on International Organizations, and three Assistant Advisers in London; a UN Representative and an Adviser on International Organizations at AI's UN office in Geneva; and a Head of Office, Representative and a Deputy Representative at AI's Adviser on International Organizations. The IO branch leads on AI's work at the UN and other global

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organizations, working to further AI's organizational objectives as expressed in country and thematic strategies. It also coordinates the activities in capitals of AI lobbyists (called IGO coordinators) based in AI sections around the world. The New York and Geneva teams monitor and undertake lobbying activities at UN and other meetings relevant to AI's work. AI office in New York leads on work at the Security Council and General Assembly. AI office in Geneva leads on work at the Human Rights Council and on contacts with the High Commissioner for Human Rights and her Office.

International Justice Project (IJP): staffed by a Senior Legal Adviser, two Legal Advisers and an Assistant Legal Adviser, the International Justice Project was established primarily to campaign against impunity. In this connection, it is campaigning for the effective functioning 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. This includes campaigning for universal ratification of the ICC Statute and lobbying for states parties to draft and enact legislation to implement the Statute. The IJP also works on other internationalized courts, such as the Special Court for Sierra Leone, campaigns for the enactment and implementation of effective universal jurisdiction legislation over war crimes, crimes against humanity, genocide and torture, and campaigns to strengthen national justice systems.

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/two 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' work and to wider program's activities. The work is a mixture of short and long-term projects. It includes research and writing opportunities on substantive human rights issues, as well as day-to-day tasks, including of an administrative nature. Interns do their own administrative work and assist their teams with general office tasks.

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

Visas/work permits:

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

Working hours:

In London, working hours are normally 0900-1700h or 1000-1800h.

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GENEVA AND NEW YORK INTERNSHIPS

We offer between two and three/ four internships per year at each of AI's two UN offices, in Geneva and New York.

Interns work alongside Amnesty International's Head of Office, UN Representative and Adviser on International Organizations as an integral part of the team, participating in lobbying efforts, monitoring UN meetings, liaising with diplomatic missions, the UN Secretariat and other NGOs, all in coordination with the International Secretariat in London and other AI Sections worldwide.

Visas/work permits:

For Geneva, a work permit is required. AI/ ILOP as the employer will request the work permit with the active collaboration of the intern. Interns must normally provide written proof to the Swiss authorities that they have sufficient means to live in Geneva for the duration of the internship. They must normally take up temporary residence in the canton of Geneva.

For New York, applicants must already be allowed to work in the United States or obtain the correct visa themselves; we *cannot* help to obtain this except by providing a formal letter confirming and providing details of the internship.

Working hours:

In New York, working hours 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, although the demands of the Human Rights Council often require longer working hours when the Council or its subsidiary bodies are in session.

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 Amnesty International's UN Offices:

New York:

Amnesty International
United Nations Office
777 United Nations Plaza
New York NY 10017
United States of America

Tel: + 1 212 867 88 78

Fax: + 1 212 370 01 83

Geneva:

Amnesty International
United Nations Office
22 rue du Cendrier
4ème étage
CH-1201 Geneva
Switzerland

Tel: + 41 (0) 22 906 94 80

Fax: + 41 (0) 22 731 74 57

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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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