



## Fall' 2015 Internship Program

The Hague Institute for Global Justice is currently recruiting a suitable candidate for its Fall' 2015 Internship Program 2015 (1 September –18 December 2015).

### 1. Duties and Responsibilities

You will contribute approximately 38 hours per week to the Institute.

You will assist research staff with the following tasks:

- Research activities for the Program or Project
- Drafting of reports, policy briefs and other publications
- Organization of expert meetings and provide support during events
- Program Administration

### 2. Qualifications / Criteria for Selection

- a. Graduate or current student enrolled in a Bachelor or Master's Program in the field of public international law, international relations, political sciences, conflict studies, or related disciplines;
- b. To meet Netherlands visa requirements, eligibility for the program is limited to (i) EU citizens and (ii) non-EU citizens who can provide proof of enrollment and written statements from their university that the internship forms a mandatory part of their curriculum;
- c. Demonstrated commitment to the mission and objectives of The Hague Institute and a strong desire to work in the field of peace and justice;
- d. Excellent analytical and organizational skills;
- e. Excellent communication skills;
- f. Knowledge of the English language (fluent) and preferably one other official language of the UN

### 3. General Information

The Hague Institute for Global Justice offers genuine supervision of the interns, a dynamic and flexible work environment, an international and a highly motivated and energetic staff.

The Hague Institute will offer a gross stipend of €600 (pro rata) for the duration of their tenure at the Institute. Additional costs such as housing, travel, living expenses, visa arrangements and medical insurance connected with the program must be borne by the Intern.

### 4. Duration

Candidates should be available from 1 September –18 December 2015.

Please read our FAQ in case you are not able to meet our requirement in this regard.



## 5. Application Process

Please read our FAQ before submitting your application package. Kindly be advised that you can only apply via email. Please send an email to [internship@thehagueinstitute.org](mailto:internship@thehagueinstitute.org) submit your application package.

We ask you to mention the program in the Subject of your Email:

- CP (Conflict Prevention) your name
- COMMS (Communications) your name
- GG (Global Governance) your name
- ROL ( Rule of Law) your name

The following documents should be included when you submit your package:

- a. A resume that includes your current contact details and Skype-handle
- b. A cover letter
- c. A brief writing sample, please read our FAQ in case of doubt
- d. Two reference letters

Please note that documents written in another language than English will not be considered. Positions remain on our website until they are filled. Unfortunately we are not able to contact candidates once the position is closed. You will be notified that a position has been filled if you have interviewed for that position.

## 6. Selection Process / Interviews

Interviews will be conducted over Skype and will take approximately 45 minutes, followed by a writing assignment which will be communicated to you after the interview. The interviews will be held in week 28 and 29. Please bookmark the following dates:

- **Global Governance** 10 July 2015 at either 10:30, 13:30 or 15:00
- **Communications** 15 July 2015 at either 10:30, 13:30 or 15:00
- **Conflict Prevention** 15 July 2015 at either 10:30, 13:30 or 15:00
- **Rule of Law** 16 July 2015 at either 10:30, 13:30 or 15:00

**Deadline for application:** COB 5 July 2015



## Frequently Asked Questions

### Is it possible to apply for the internship if I am not eligible to work in the Netherlands?

- The Internship Program is open to:
  - EU-citizens; Students or recent graduates from Universities based in the European Economic Area (EEA).
  - Non-EU citizens who are currently enrolled in an academic program who are required to complete an internship as part of their curriculum. Your education institute should provide you with a declaration stating that you are currently enrolled and that the internship forms a mandatory part of your academic program.
- Interns will be responsible for arranging visas and work permits (if applicable) by themselves.
- For more information on eligibility, we kindly refer you to the website of the [Dutch Immigration and Naturalization Service](#).

### Application procedure

What format should I use for my resume and cover letters?

- We accept Adobe (.pdf) and Word (.doc and .docx) documents.

How do I know if you have received my application?

- Once you have completed the application process you will receive an automated acknowledgement of receipt within 7 business days.

I'm asked to submit references and writing samples.

- We kindly ask you to provide your references at the same time when submitting your application package. Just like resumes and cover letters, please submit your writing samples and references in either Word (.doc and .docx) or Adobe (.pdf) format.

May I submit parts of my application after the deadline?

- No. Please ensure that all application materials, including the writing sample, are submitted by the application deadline. Only complete applications will be considered.

May I include supplementary materials with my application?

- Please limit your application package to the requested documents only. Supplementary materials will not be considered or returned.

### Selection Process

What is the selection procedure?

- All applicants are required to submit their application package as specified in the vacancy.
- Specify in the 'subject' section of your email for which program you are applying.
- You may apply for more than one program.
- All applications be examined on an individual basis and selected candidates will be invited for interviews either in person or via Skype.
- The interviews will be conducted by members of the institute's staff.
- Everyone invited for an interview will be notified of the outcome of their application via email.



How are the interns selected?

- Applications will be assessed according to the following criteria:
  - Nationality eligibility requirements;
  - Relevant background experience, as demonstrated through the curriculum vitae,
  - Motivation for undertaking the internship

Will I receive a copy of my evaluation?

- All application materials and the selection committee's evaluations remain confidential. The committee will not provide feedback on individual applications.

Will I be notified if the position has been filled?

- Positions remain on our website until they are filled. We are not able to contact everyone when a position is closed. We will only contact candidates selected for an interview. If you have not been contacted within 4 weeks after the closing date, then unfortunately you have not been selected to be interviewed for the position.

If my application is unsuccessful, can I apply for the next internship?

- Yes, you may reapply for future calls and re-applications will not be disadvantaged in the selection process.
- Note that your previous application will not be archived for future reference.

### **Stipend and Research Support**

What is the duration of the internship?

- Our Internship Program runs from 1 September until 18 December 2015. It cannot be extended or rescheduled.

Can I stay for a shorter period if my employer will not grant me leave for the full term of the internship?

- No. Candidates must be based at The Hague Institute for the full duration of the internship.

Will I receive assistance in finding appropriate accommodation in The Hague?

- If required, The Hague Institute can provide you with general advice on finding a suitable accommodation. Prior to your internship it is expected that interns will organize viewings and arrange appropriate accommodation by themselves.
- It is advisable that interns move into their accommodation prior to starting the internship. The costs of renting a furnished room in The Hague vary between €450 to €750.

What stipend can I expect?

- During their time at The Hague Institute, interns will receive a stipend of €600 ( pro rata ) per month to cover basic living expenses. Interns will be given a dedicated desk and computer access.
- Note that obtaining a private Dutch health insurance is mandatory by law. Non-compliance may result in fines. To EU-citizens; Before coming to The Hague, request the [E101 Form](#) to temporarily cancel your domestic health insurance to avoid double costs. The basic rate for private Dutch health insurance is est. €75 per month.

Will there be a call for another Internship?

- Yes, the next Internship will be the Spring'2016 Internship which is scheduled to be published on our website by mid-**October**.
- To receive regular information for the next call, please subscribe to our [Newsletter](#).