

## **VACANCY**

### **Full-time Programme Internship Geneva, Switzerland**

**Dates:** 2 September 2024 – 28 February 2025

**Length:** 6 months

**Work percentage:** Full-time (37.5 hours/week)

**Based in:** in Geneva (if eligible for a work permit)

**Reports to:** Programme Officer/Manager or Director

**Applications deadline:** 12 May 2024 (Midnight Geneva time)

#### **About ISHR**

ISHR is an independent, non-profit organisation with offices in Geneva and New York. This internship offers a unique opportunity to view the United Nations human rights system at work in Geneva. It provides hands-on experience working for an international non-governmental organisation (NGO) as well as the opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns. For more information, consult our website <https://ishr.ch/>.

#### **Internship position**

The Intern will work closely with Programme Officer/Managers and Directors, contributing to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic situations of concern.

Working in a small team, the Intern will have the opportunity to learn at close hand what it means to work for an international human rights advocacy organisation. The Intern will also have the opportunity to collaborate with ISHR staff in all locations and gain hands-on experience on the application of international human rights law in a multilateral human rights system, including advocacy on normative and policy advances for the protection of human rights defenders.

#### **Training and Opportunities**

Our Interns are fully included as part of the team, including in staff meetings, which provide a comprehensive understanding of the work of an international human rights NGO. Interns also have opportunities to interact and network with human rights defenders, diplomats or other UN and NGO professionals both at the United Nations and at ISHR's office (or remotely) during meetings;

Where appropriate or necessary for their work, ISHR staff will provide practical sessions and guidance, for example, on monitoring UN mechanisms, drafting reports and advocacy documents, utilizing communications technologies, etc. Interns will be supervised by one or two experienced programme managers, and supported in achieving their learning objectives through regular check-ins with the Intern Coordinator.

Approximately 15-20% of the work will be administrative in nature.

## Key tasks

- Assisting with ISHR's training and advocacy support to human rights defenders and networks globally;
- Providing support to the key programme staff in the implementation of project activities, across ISHR's strategic programme areas;
- Reviewing and providing inputs to relevant ISHR reports, handbook for research, related to specific human rights issues and UN mechanisms;
- Researching and compiling texts, UN resolutions, laws or reports on specific human rights topics in order to supplement ISHR research and advocacy;
- Contributing to ISHR's outreach and communications, including regular online publications, as well as supporting thematic side-events organisation;
- Monitoring and reporting on UN and regional human rights meetings, including the UN Human Rights Council, Treaty Body sessions and Universal Periodic Review.

## Internship modalities

The internship will be in person, in ISHR's Geneva office and will start on 2 September 2024 until 28 February 2025. It is a 6-month full-time (37.5 hours per week) position with no possibility of extension. ISHR will consider applicants who are unable to work on-site. This will be considered on a case-by-case basis. Please indicate in your application whether you will be able to work on-site or wish to be considered for a remote position.

## Stipend

Internships will be compensated CHF700/month.

## Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel. We welcome all kinds of diversity.

Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from systematically, historically and/or traditionally discriminated against under-represented groups, including women, persons of colour, LGBTIQ+ persons candidates, persons with disabilities and other groups.

## Requirements

To be considered, applicants should:

- be an advanced undergraduate student or graduate student in international relations, law, international public law, human rights or a related field;
- be motivated to pursue a career in human rights and have a particular interest in the UN and regional human rights systems;
- have an **excellent level of written and spoken English**;
- be detail-oriented and attentive to nuance, in particular in diplomatic environments;
- be motivated, autonomous and a self-starter, and comfortable occasionally working with limited supervision;

- be able to work as a member of an international and multicultural team and willing to participate in a variety of tasks, as required.

Additional particularly appreciated skills:

- **Advanced to fluent Spanish and/or French and/or Arabic language; Mandarin is also an asset.**
- Interest or background, including activism in, corporate accountability, women's rights, and/or LGBTI rights;
- Legal drafting and research including on treaty body jurisprudence;
- Interest or background in training/capacity building, including online learning, logistics, travel and event planning.

Per Geneva labour law, **ISHR can only consider applications from candidates:**

- who are currently enrolled in a course of study leading to a degree or professional qualification and whose school agrees to enter a three-way agreement<sup>1</sup> with ISHR; or
- who are about to start an advanced degree (e.g. Master's) pending their school agrees to enter a three-way agreement with ISHR.
- who pursue the internship shortly after the completion of a first degree (e.g. Bachelor's degree), in view of a second training (e.g. Master's degree), provided that the school awarding the degree attests the relevance and usefulness of the internship.

Unless required to complete an internship as part of their studies, candidates with a Swiss Student B Permit can only work full-time during their holidays.

### **How to apply**

Interested candidates should apply by sending **a cover letter, a CV (no profile picture please) and a writing sample [here](#)**. In their cover letter, candidates should demonstrate their commitment to human rights and social change.

**Application deadline: 12 May 2024 (midnight, Geneva time)**. Incomplete applications will not be considered.

Please kindly note that due to the high volume of applications, only short-listed candidates will be contacted. All applications will be handled in accordance with ISHR's Privacy Policy.

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<sup>1</sup> *\*Please note that a three-way agreement includes ISHR, the Intern and the Intern's school.*

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