



Employer Outreach Report

Europe

(Berlin, Brussels, London and Paris)

November 2009

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The American Academy in Berlin

www.americanacademy.de

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Organizational Overview

The American Academy in Berlin was established in 1994. Its primary goal is to foster greater understanding and dialogue between the people of the United States and the people of Germany through its presence in Berlin, a city with which the United States should maintain its unique cultural, social, political, and historical links.

The Academy offers residential fellowships at its Hans Arnhold Center to American scholars, writers, policymakers, and artists, permitting them to pursue their work in a manner that encourages participation in the vibrant life of Berlin and Germany. The Academy also brings leading Americans to Berlin for briefer visits to facilitate a robust exchange of views between the people of Germany and the United States.

The staff is made up of about 35 people, not all full-time. The library staff has two program teams covering the Policy and Humanities areas. There is also an on-campus canteen.

Hiring Information

- **Full-time positions**

There are usually 13 Fellows per semester. Fellowships are usually in the Humanities or Public Policy, but there are other areas as well: writing, poetry, art, music, history and literature.

- **Internship Opportunities**

The primary internship is with the Press Office. Internships or short-term contract positions exist to support the Fellows in their work. They are full-time and normally last for 6-12 months.

Salary Information

Fellowships consist of approx. \$5,000/mo, plus room, board and round-trip transportation. The Press internship is paid €300/month.

Desired Skills & Qualifications

For internships, applicants must show an interest in American culture and politics and preferably have some previous press experience. English language skills are required.

Application Process

Students interested in the Press internship should apply to the Press Coordinator.

Additional Information

It is not possible for the Academy to arrange for work/residency permits for non-EU nationals.

The Aspen Institute Germany

www.aspeninstitute.de

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Contact	Anett Sachtleben	Title	Program Officer
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Organizational Overview

The mission of the Aspen Institute is to improve the quality of leadership through dialog about the values and ideals essential to meeting the challenges facing organizations and governments at all levels.

The institute provides a global forum where leaders from business, government, the professions, the arts and the voluntary sector can convene to consider rigorously the intellectual and moral truths that enable them to deal effectively with these challenges.

To this end, the institute offers seminar programs that promote understanding among leaders of the fundamental ideas and values that underlie contemporary issues and policy programs that frame the choices that frame the choices that democratic societies face in terms of those ideas and values. In all its work, The Aspen Institute seeks to draw on insights derived from the world's major cultural traditions and from the great achievements of the human mind and spirit.

The institute is an international network of independent, closely coordinated organizations, each bearing The Aspen Institute name and each committed to its mission. With centers in Europe, Asia and the United States, the institute's programs typically take the form of small meetings which foster candid dialogue among men and women representing diverse viewpoints, backgrounds and cultural traditions.

The Aspen Institute's priorities are set by its Board. In the Berlin office the Director and Deputy Director take the lead on all operational matters. There are six permanent staff members.

Hiring Information

- **Full-time positions**

Full-time positions are advertised on The Aspen Institute Germany's website and in the press. Research positions are often linked with projects (often funded by governments), so the number of full-time people varies at any given time.

- **Internship Opportunities**

Internships are for a minimum of three months. Interns are accepted all year round on a rolling basis. They are paired up with researchers to work on topical issues and get substantive experience in the various subject areas. Staff and researchers make an effort to offer interesting projects with high level people at the institute and provide insight into how they work.

Interns can work primarily in the Leadership Program. In 2009 the program focused on Kosovo; in 2010 it will be Bosnia & Herzegovina. Interns can also work on fundraising, in the Director's office and on planning conferences and events.

Salary Information

Internships are not paid. Local transportation expenses can be covered.

Desired Skills & Qualifications

Students interested in working in this office should have a good knowledge of both English and German. Language abilities relevant to specific areas of research are of interest.

Application Process

Students should submit a detailed resume and cover letter outlining they expect to gain from the internship and what they can contribute to the institute's work. Since interns are accepted year-round, it is useful to apply two-three months before the desired start date, and exact dates of availability should be indicated in the application..

Additional Information

The slowest time for work is August. The work is much more intense in the periods of January-June and September-December.

For non-EU nationals it can be difficult to work in Germany. The institute cannot sponsor work and residency permits for interns.

German Institute for Economic Research (DIW Berlin)

www.diw.de/english

Address	Mohrenstrasse 58 D-10117 Berlin (Mitte) Germany		
Contact	Dr. Rolf Ketzler	Title	Advisor to the Office of the President
Tel.	+49 30 897 89-0	E-mail	rketzler@diw.de

Organizational Overview

The German Institute for Economic Research (*Deutsches Institut für Wirtschaftsforschung* - DIW Berlin) is the largest economic research institute in Germany. Its two core mandates are applied economic research and economic policy consulting. It is an independent, non-profit institution, committed to serving the common good. DIW Berlin was founded in 1925 as the Institute for Business Cycle Research (*Institut für Konjunkturforschung*). It has been headquartered in Berlin since its founding. As a member the *Leibniz-Gemeinschaft*, DIW Berlin is predominantly publicly funded.

The Research Departments cover the areas of:

- Macro Analysis and Forecasting
- International Economics
- Public Economics
- Innovation, Manufacturing, Service
- Information Society and Competition
- Energy, Transportation, Environment
- German Socio-Economic Panel Study

The Service Departments cover:

- Communication
- Management Services
- Legal Department and Human Resources
- Information Technology.

There are approximately 100 researchers working in the various departments.

The Graduate Center of DIW Berlin has a three-year graduate program in English for Ph.D. students only. The Graduate Center itself is not a degree-granting entity. The first year is focused on general training and consists of course work, a one-month internship in Berlin with the German Ministry of Finance, Ministry of Economics, or Parliament and a one-month internship in Washington, DC. The second and third years are also made up of course work, but with more specific training based on the student's area of specialization, and the writing of the Ph.D. thesis.

Hiring Information

- **Full-time positions**

Formal position openings at DIW are posted on their website (a requirement since they are a public institution), but some short-term research positions can sometimes be filled informally.

- **Internship Opportunities**

Student assistantships and internships are available and are open to students from other universities. Students generally stay for a minimum of three months, or if they are based locally in Berlin, even longer. Most research projects last one-two years.

Salary Information

If there are available funds in the budget of a project, sometimes small stipends are offered.

Desired Skills & Qualifications

Students must know STATA and Econometrics. Proficiency in English is required; German is also desirable.

Application Process

Students interested in working on a research project at DIW must research the various departments and apply through their university's Career Services Office, not directly to DIW professors or researchers.

Additional Information

DIW econ is a private-sector division of DIW that does short-term consultancies, usually lasting a few months. Vacancies are posted on their website (there is a link to DIW econ on the main DIW website). For these consultancies, fluency in German is a requirement.

The German Marshall Fund (GMF) of the United States

Berlin Office

www.gmfus.org

Address Oranienburgerstrasse 13/14
D-10178 Berlin, Germany

Contact Katharina Freund
Tel. +49 30 2888 130

Title Office Manager
E-mail kfreund@gmfus.org

Organizational Overview

The Berlin office was GMF's first European office. Its mission is to serve as a key forum in Germany's capital for the promotion of transatlantic cooperation. Its activities include: a Distinguished Speaker Series; hosting in-house Transatlantic Fellows who conduct research, write, and speak on important transatlantic issues; convening conferences and seminars; and coordinating signature GMF programs like the Marshall Memorial Fellowship.

GMF Berlin also serves as the European headquarters for GMF's Immigration and Integration Program. At a time when the transatlantic agenda is broadening and the U.S. seeks to partner with a strong Europe on global issues, GMF's Berlin office connects policymakers, media, and the think tank and business communities into the transatlantic and transeuropean networks and policy debates of the day. The issues it works on range from immigration and integration, homeland security, foreign and security policy, EU integration and enlargement, economic and trade policy to energy security, the Balkans, the Black Sea region, China, and Russia.

GMF's original Germany office was located in Bonn from 1972 until 1989. After the Berlin Wall fell, GMF became the first American organization to move its office into the former East Berlin. In 35 years, it has given individual travel and research grants to more than 2000 Germans. The Berlin office works closely with GMF headquarters in Washington, DC, as well as GMF's five other European offices.

Hiring information

- **Full-time positions**

Full-time positions in all GMF offices are posted on their website. Open positions are often filled by young professionals and/or previous interns.

- **Internship Opportunities**

GMF offices are very independent in their hiring of staff and interns. In Berlin, most interns work part-time at GMF while studying. Over the summer there is a strong preference for interns who will work full-time.

Salary Information

Internships are not paid in the Berlin office of GMF.

Desired Skills & Qualifications

English is the working language, but German language ability is important in the Berlin office.

Application Process

Applications should be sent directly to the Office Manager.

Additional Information

The Berlin office has made a real effort to integrate interns into project work so that internships will be substantive and interesting. There is usually one intern per program area. The areas that are busiest during the summer are the Event Planning office, the Trans-Atlantic Trends report (published in September) and the Immigration Project (major conference in July and field questions for a report published in December).

Global Public Policy Institute (GPPI)

www.gppi.net

Address Reinhardtstr. 15
10117 Berlin, Germany

Contact Thorsen Benner **Title** Associate Director
Phone # + 49-30-2759 59 75-0 **Email** tbenner@gppi.net

Organizational Overview (mission, staff size, etc.)

The Global Public Policy Institute (GPPI) is an independent think tank based in Berlin with a smaller office in Geneva. GPPI's mission is to develop innovative strategies for effective and accountable governance and to achieve lasting impact at the interface of the public sector, business and civil society. GPPI was started about six years ago by a team of APSIA school grads and colleagues to add another perspective to the relatively few think tanks currently in Germany. There are now 14 staff and a network of consultants drawn in on relevant projects. Most of the work at GPPI is conducted in English.

GPPI's work is divided into three main approaches: research, consulting, and debate (public opinion). Projects range in length from 3 months – 2 years. Approximately ½ of GPPI's work is focused on Germany; the other half is focused on UN and multinational organizations, including the World Bank. Project funding comes from foundations, project partners, and clients in the public and private sectors. Projects have focused on humanitarian coordination, global energy governance, and EU policy towards China. Current projects are listed on the website.

Work ranges from applied research to strategy to program evaluation. A significant amount of time may be spent onsite in the field. For example, a recent project involved a review of humanitarian coordinating mechanisms at the UN; this involved onsite evaluation of how well coordination is working in the field.

Hiring Information

- **Full-time Opportunities**

Positions are filled/develop in two ways:

- An actual job announcement will be posted to fill a specific project need.
- An entrepreneurial approach which emerges out of existing staff networks (including APSIA schools). GPPi is willing to consider inquiries from like-minded, creative innovators interesting in co-developing projects and being part of a 'marketplace of ideas'. GPPi's recent China work is an example of this approach.

- **Internship Opportunities:**

GPPi regularly hosts interns. Several interns have been from APSIA schools. Internships are generally developed ad hoc. Interested students are encouraged to send a resume and statement of interest regarding expectations, project interests, and skills/experience one can bring to GPPi's projects and approach. Materials should be emailed to Mr.Thorsen Benner at GPPi.

Institute for Cultural Diplomacy

www.culturaldiplomacy.org

Address Ku'damm Karree
3rd Floor - Hochhaus
Kurfürstendamm 207-8
Berlin D-10719, Germany

Contact Peter Rees
Phone # +49 (0) 30 2360 7680

Title Director of Development
Email rees@culturaldiplomacy.org

Organizational Overview

The Institute for Cultural Diplomacy (ICD) is an international, not-for profit, non-governmental organization founded in 1999 with headquarters in Berlin, Germany. Over the past decade the ICD has grown to become one of Europe's largest independent cultural exchange organizations. ICD programs facilitate interaction between individuals of differing cultural, academic, and professional backgrounds from across the world. ICD was established to promote global peace and stability through strengthening and supporting intercultural relations at all levels.

ICD conducts activity to facilitate intercultural exchange, undertakes research into the theory and practice of the field of cultural diplomacy, and works to support the existing organizations and institutions active in the area - both governmental and nongovernmental. ICD also conducts and supports interdisciplinary research into the field of cultural diplomacy and promotes this to a diverse international audience. This research raises awareness and understanding of the history and development of the field, and also highlights the range of different actors conducting cultural diplomacy and their various approaches. Currently, ICD is experiencing a rapid growth in areas related to their Young Leaders Forums. The staffing level at ICD is approximately 50 staff members.

Hiring information

- **Full-time Opportunities**

Program Directors represent the typical full-time hire at ICD and are responsible for managing programs, supervising interns and coordinating Young Leaders Forums. Most Program Directors begin at ICD as successful interns. Hiring managers at ICD evaluate candidates for a commitment to fostering international relations as well as strong writing, interpersonal and language skills.

- **Internship Opportunities**

Internships at the ICD typically last 2-4 months and provide the opportunity to gain valuable work experience in project development and management, and intercultural relations. Interns primarily work on Young Leaders Forums (12 in 2009) and hone their skills in areas such as fundraising, budgeting and marketing. ICD will support applicants working at ICD on a student visa. ICD is particularly interested in students with studies in the following areas: International Relations, Modern Languages, Cultural Studies, History, Law, Political Science, Communications, Economics, Business, Photography, Film, Journalism, Web design, and related areas. Excellent spoken and written English is a prerequisite. German language skills are an advantage and other language skills are considered an asset. ICD internships are unpaid and students should apply online at http://www.culturaldiplomacy.org/index.php?en_internships.

Transparency International (TI) & TI German National Chapter

www.transparency.org and www.transparency.de

Addresses	International Secretariat Alt-Moabit 96 D-10559 Berlin, Germany	German National Chapter Pariserstrasse 56 D-10719 Berlin, Germany
Contact	Mira Loers (Secretariat)	Title HR Assistant
Tel.	+49-30-3438 20-0	E-mail mloers@transparency.org

Organizational Overview

Transparency International (TI) is a non-partisan, global civil society organization that leads the fight against corruption. Since its founding in 1993, TI has played a lead role in improving the lives of millions around the world by building momentum for the anti-corruption movement.

TI is a global network including more than 90 locally established national chapters and chapters-in-information. These bodies fight corruption in the national arena by bringing together relevant players from government, civil society, business and the media to promote transparency in elections, in public administration, in procurement and in business. TI's global network of chapters and contacts also use advocacy campaigns to lobby governments to implement anti-corruption reforms.

Transparency International's (TI) regional departments were created to provide a strong network for anti-corruption initiatives and co-operation at regional level. The regional departments support the work done by TI's national chapters around the world, provide a platform for sharing knowledge and experience, develop strategies to respond to regionally distinct patterns of corruption and initiate advocacy campaigns at both the regional and sub-regional level. The regional departments also play an important role in advancing TI's global priorities in the fight against corruption.

Transparency International's International Secretariat is based in Berlin. It is well-known for its annual anti-corruption report, which is widely read and rates perceptions of corruption in different countries around the world. In addition to the TI Secretariat there is also a national German chapter operating in Berlin.

Hiring Information

- **Full-time positions**

Full-time positions are posted on the TI main website. This is for full-time vacancies at both the International Secretariat and in the national chapters.

- **Internship Opportunities**

Interns can also work either at the International Secretariat or the national chapters.

Salary Information

Salary information for full-time vacancies is listed in the job postings. Most national chapters have paid staff but are mainly volunteer-based. The German national chapter is particular in that it is all volunteers. Volunteers are selected carefully and are often senior-level people.

Desired Skills & Qualifications

TI's website provides specific information on the vacant positions available. Job requirements vary, but a strong belief in the organization's mission is essential.

Application Process

Applications to the Transparency International Secretariat are directed to managers of specific programs. Applications to national chapters generally go directly to the local offices rather than through the International Secretariat.

Additional Information

The two main areas of work of the TI's national chapter in Germany are prevention and monitoring. Prevention is aimed at helping corporations develop anti-corruption practices. Monitoring is when a corrupt practice has been identified and is moving toward being prosecuted.

Some national chapters are more specialized in certain industries than others, but they all deal with all types of corruption. They focus on monitoring the implementation of anti-corruption laws in the various national contexts and are financed in a variety of ways (corporate membership fees and/or government funding). All work in the German Chapter is done in German.

Centre for European Policy Studies (CEPS)

www.ceps.be

Address Place du Congrès 1
B-1000 Brussels, Belgium

Contact Els Van den Broeck **Title** Administrative Assistant, Internship Coordinator
Phone # (+32 2) 229 39 11 **Email** els.vandenbroeck@ceps.eu

Organizational Overview (mission, staff size, etc.)

Founded in Brussels in 1983, the Centre for European Policy Studies (CEPS) is one of the leading think tanks operating in the European Union. CEPS serves as a leading forum for debate on EU affairs through research publications and public events. CEPS has strong in-house research capacity, complemented by an extensive network of partner institutes throughout the world. Research programs include:

- Economic & Social Welfare Policies *
- Financial Institution and Markets *
- European Foreign, Security and Neighborhood Policy *
- Justice and Home Affairs *
- Energy & Climate Change *
- Politics & Institutions
- Trade and Investment Policy
- Agricultural and Rural Policy
- Regulatory Affairs

CEPS employs a staff of 45 plus 10 affiliated staff. At any point in time, there are between 15 – 20 interns, fellows, and PhD student researchers working on dissertations. Research programs marked with an * above regularly take on interns. Economic Policies and European Neighborhood programs generally take on the most interns. EU Neighborhoods Policy has many programs focused on central Asia, transatlantic issues, and Russia. As a result, they often hire staff/interns either from these regions or with in-depth knowledge of the regions.

CEPS' funding is obtained from a variety of sources, including membership fees, project research, foundation grants, conferences fees, publication sales and an annual grant from the European Commission.

Hiring information

- **Full-time Opportunities**

Any open full-time positions are posted on the CEPS website. Positions are also often posted on www.eurobrussels.com. The typical career progression and compensation within CEPS is:

- Research Assistant (bachelors level) - approx. 1800 EU gross/month
- Researcher (masters level) – 2000 – 2200 EU gross/month
- Research Fellow – typically PhD or final stages of dissertation – minimum 2500 EURO/month
- Senior Fellow

- **Internship Opportunities:**

CEPS hosts between 15 – 20 interns at any one time. There is no structured program. Interns stay with CEPS between 3 – 12 months. Interns are assigned to one of the research areas and will assist researchers on current projects. Units such as Economics require stronger economic/statistical background than others which rely on strong analytic and writing skills as well as substantive knowledge in the thematic area or geographic region(s) studied.

CEPS is quite interested in hosting interns from outside the EU. Work permits are only needed for interns working beyond 3 months. In such cases, CEPS will assist in securing the necessary permit. For interns staying less than 3 months, CEPS will provide the necessary letter of invitation. Students are responsible for securing the proper visa required.

Interested students should follow application details on the CEPS website. In addition, students may also want to contact the head researcher in the unit of interest as hiring decisions are often made at this level. Space constraints are a significant challenge for units. As a result, intern commitments are usually secured at least 4 months prior to start date to ensure adequate space allocation.

East-West Institute

www.ewi.info

Address	83-85 Rue de la Loi Brussels 1040, Belgium		
Contact	Greg Austin Lisa Kurukulasuriya Annaleen Roggeman	Title	Vice President; Director – Global Security Program Coordinator, Worldwide Security Program Assistant, Worldwide Security
Phone #	+32-2-743-4610		
Email	mgaon@ewi.info (Margaret Gaon, HR Manager)		

Organizational Overview (mission, staff size, etc.)

The EastWest Institute is a global think-and-do tank that devises innovative solutions to pressing security concerns and mobilizes networks of individuals, institutions and nations to implement these solutions. EWI tackles the toughest international problems by:

- Convening back-channel “Track 2” diplomacy and organizing public forums to address peace and security concerns
- Reframing issues to look for win-win solutions, bringing together disparate viewpoints to promotion collaboration for positive change
- Mobilizing networks from public and private sectors to defuse current conflicts and prevent future flare-ups.

EWI was founded in 1980 when John Edwin Mroz and Ira Wallach set out to bridge divides across the Iron Curtain. With vast networks in political, military, and business establishments in the U.S., Europe, and the Soviet Union, EWI quickly established a reputation as a trusted convener with the ability to maintain lines of communication across divides when official channels failed to do so. In this same spirit, EWI’s work has now expanded to focus on NATO, Turkey, Russia, China, India, Pakistan, Afghanistan, Iran and many other countries in Europe and Asia.

There are 11 full-time staff in Brussels; 15 staff in NY; 1 staff member in Moscow.

Hiring information

- **Full-time Opportunities**

Full-time positions, when open, are very often filled by previous interns. Given current economic climate, EWI is unlikely to grow its full-time in-house staff of experts, however, is always open to expanding its network of affiliated specialists. EWI would be quite willing to host unpaid fellows (current students or post-graduate) who would be interested in using EWI space and networks to focus on related individual research which could lead to a briefing/paper also published by EWI. Interested applicants are encouraged to contact Greg Austin to explore possibilities. Particular areas of growing interest for EWI are cyber-security, climate security, and additional emphasis in Afghanistan.

- **Internship Opportunities:**

EWI regularly hosts unpaid interns from 3 - 12 month periods. EWI has hosted APSIA school interns in the past. Annual conferences held in late February generate many of the new ideas that will likely influence the work of summer interns. As a result, it is often difficult to identify specific summer projects prior to that time, however applications are considered on a rolling basis.

Additional Information:

Greg Austin mentioned that New York office (which previously was focused on fundraising) now houses the Vice President of Programs. The Russia, WMD, Euro-Atlantic security, and US-China programs are run out of NY. Greg indicated that NY would likely be quite interested in APSIA interns. Interested applicants are encouraged to contact Margaret Gaon, Director of Human Resources (based in NY) at mgaon@ewi.info. Greg also indicated the Moscow office might be interested in an intern.

EWI was recently ranked 21/1700 on the international affairs think tanks index.

European Centre for International Political Economy (ECIPE)

www.ecipe.org

Address Rue Belliard 4 - 6
1040 Brussels, Belgium

Contact Frederik Erixon **Title** Director
Phone # +32 (0)2 289 1350 **Email** frederik.erixon@ecipe.org

Organizational Overview (mission, staff size, etc.)

The European Centre for International Political Economy (ECIPE) is an independent and non-profit policy research think tank dedicated to trade policy and other international economic policy issues of importance to Europe. It was founded in 2006 by Fredrik Erixon and Razeen Sally. There are currently 11 staff plus affiliates who serve as non-resident fellows. ECIPE receives 2/3 of its base funding from foundations. Studies are a mix of government-commissioned projects and foundation/grant funded research. In addition to its research, ECIPE organized about 50 seminars/year engaging scholars in debate of issues relevant to European political economy. ECIPE is rooted in the classical tradition of free trade and an open world economic order. ECIPE's intention is to subject international economic policy, particularly in Europe, to rigorous scrutiny of costs and benefits, and to present conclusions in a concise, readily accessible form to the European public. ECIPE aims to foster a "culture of evaluation" – largely lacking in Europe – so that better public awareness and understanding of complex issues in concrete situations can lead to intelligent discussion and improved policies.

Hiring Information

- **Full-time Opportunities**

Permanent staff are typically fairly senior established academic researchers or policy practitioners (from WTO, European Commission, etc.) Staff at ECIPE have an interest in policy making and are committed to ensuring research is of relevance to the policy community. ECIPE also welcomes PhD students working on related dissertations research.

- **Internship Information**

ECIPE has a structured and salaried internship program. At least two interns are accepted every semester to serve as research assistants. Candidates should have a Master's degree in economics (international economics/trade economics), international political economy, European integration, or an equivalent discipline relevant for ECIPE's research profile. Candidates with an excellent academic record and with a strong interest for a future career in academia, journalism, or policy making are preferred.

Interns participate in all of ECIPE's work and are involved in a training program that is designed after the candidates' future career interests. Interns assist ECIPE scholars with research assistance and participate in research program. Interns should have excellent writing skills and should be fluent in English. The application should include:

- Letter of interest explaining why you would like to do an internship with ECIPE (1 page)
- CV/resume
- List of two academic references
- MA/MSc dissertation in English (if your MA/MSc dissertation will be finished soon after the deadline, send your BA/BSc dissertation and a research outline of the MA/MSc dissertation) or equivalent research based writing sample.

For the fall internships (starting September/October) materials should be sent to ECIPE (info@ecipe.org) no later than December 21. Interns are paid approximately €1800/month. ECIPE will assist with any required visas.

ECIPE would consider exceptional candidates for 3-month summer only internships (ideally May – July) on an ad hoc basis. Interested applicants should submit the same materials required for the 6 month internship to Frederik Erixon indicating particular areas of interest. Work typically follows topics relevant to EU trade agreements. Likely projects during summer 2010 include:

- Technical aspects of Asian trade policy; role of Asian countries in the world economy; regional integration within Asian countries
- Trade and climate change, particularly related to EU-China relations, India and Japan
- Agricultural policy in the EU
- Investment policies in selected Asian countries
- WTO – new developments in the G-20.

Interns are not likely to need econometrics, however comfort with quantitative data is required. Most work is a combination of research and data analysis. Projects typically require strong command of Excel.

Fleishman Hillard

www.fleishman.com

Address Fleishman-Hillard Brussels
35 Square de Meeus
B1000 Brussels, Belgium

Contact Liliana Pao
Phone # +322-230-0545

Title Account Director
Email liliana.pao@fleishmaneuropa.com

Organizational Overview: (mission, staff size, etc.)

Fleishman-Hillard is one of the world's leading communications firms, with 2,300 employees working in 83 offices in 21 countries including Asia and Latin America. The Brussels office features a multinational and multilingual staff of approximately 45, whose first-hand experience in European Union institutions, national governments, business and journalism make the agency one of Europe's leading public affairs and communications agencies. The Brussels office also serves as the "hub" for Fleishman-Hillard in Europe providing centralized management for clients' European projects and advising on how to effectively address Europe's many cultural nuances. The working language in the Brussels office is English, but over 10 languages are spoken by the office staff.

The Brussels office works largely in the area of EU public affairs, corporate and online communication for its clients. Lobbying activities with the EU institutions constitute one of the main areas of activities of the Brussels office. As a result, work in the Brussels office is less focused on consumer public relations (more common in other FH offices) and more focused on communication around specific issues, as well as issues management.

Hiring Information

- **Full-time Positions**

While all Fleishman Hillard offices are connected through the headquarters in St. Louis, recruitment of staff is the responsibility of each office. As a result, students interested in positions within the Brussels office should contact this office. Staff are paid local salaries and subject to Belgium *taxes (which are significant)*. The entry level position ranges from Assistant Account Executive to Account Executive, depending on whether the candidate has previous work experience. Openings are posted on the Fleishman-Hillard Brussels website, and are also posted on specialized EU job search sites, such as Eurobrussels, Euractiv and Public Affairs Links http://www.publicaffairlinks.co.uk/vacancies_eu.html.

- **Internship Opportunities**

The Brussels office offers a year-long credit based paid internship program for third-year undergraduates with UK universities, but is open to partnerships with other universities as well. Students work from August/September – June. Depending on projects, the office has at times hired recent graduates on 6 month contracts. In general, the office does not consider students for internships less than 6 months given the nature of the work and time needed to understand the client and EU culture. A shorter duration internship might be possible for a student with previous public affairs/corporate communications experience and knowledge of European policy. For more information, please contact Caroline Wunnerlich, Managing Director, wunnerlc@fleishmaneuropa.com

Additional Information

Liliana (a UCSD School of Int'l Relations & Pacific Studies alum) suggested that students interested in positions (policy and/or public affairs) in Brussels (or Europe more generally) may find the following resources helpful:

- <http://www.eurobrussels.com/>
- <http://jobs.euractiv.com/>
- <http://www.european-agenda.com/job/>
- <http://www.europeanvoice.com/>

The German Marshall Fund of the United States

www.gmfus.org

Address	Résidence Palace, Rue de la Loi 155 Weststraat 1040 Brussels, Belgium		
Contact	Dr. Ronald Asmus	Title	Executive Director of the Brussels-based Transatlantic Center
Phone #	+32 2 238 5270	Email	infobrussels@gmfus.org

Organizational Overview (mission, staff size, etc.)

Established in 2001, the mission of GMF's Brussels office is to help strengthen transatlantic cooperation by providing a better understanding of the implications of a more integrated Europe for the United States and the effect this has on U.S.-EU relations and NATO.

The Brussels office has become a key forum for policymakers and scholars working on U.S.-European issues. The Center's activities include a Distinguished Speakers series; hosting in-house Transatlantic Fellows who conduct research on important transatlantic issues; convening conferences and seminars; and coordinating signature GMF programs like the Marshall Memorial Fellowship. The office organized the annual Brussels Forum. The Brussels office is involving in "thinking", "operating/doing", and providing grant support for other organizations to engage in thinking and doing focused on the Balkans, central and eastern Europe, and NATO related issues.

The Brussels office is a conduit for presenting the American perspectives on Europe and gives Americans a better sense of where the EU and NATO are heading. The office works closely with GMF's offices in Europe and its Washington headquarters. There are 18 staff in the Brussels office; approximately 200 staff work for GMF worldwide, with the most staff in DC. The Brussels offices hosts (and relies on) at least 2 interns at all time. Interns have a regular portfolio of responsibilities.

Hiring information

- **Full-time Opportunities**

Full-time positions are posted on the GMF website. Open positions are often filled by young professionals and/or previous interns.

- **Internship Opportunities**

The Brussels office prefers interns who are available for 6 months given their active involvement in major event planning. Interns are paid approx. €900 /month (approx. \$1500 USD). Paid interns of 6 months duration require a work permit and specific visa requirements. As a result, it is generally easier (and less costly) for the office to hire interns with EU citizenship. Applications are accepted on a rolling basis. Recent grads are welcome to apply. The office would consider APSIA student interns over the summer for a 10 – 12 week period, however, students would need to have their own funding. It is also recommended that summer intern start as early as possible upon completion of the Winter/Spring semester as activity in Brussels is quite slow in August given vacations. However, the office is still open in August; interns working on policy briefings, writing projects might find the quieter time a more productive one.

Additional Information:

GMF also has offices in Berlin, Bratislava, Paris, Belgrade, Ankara, and Washington, DC (HQ)

International Crisis Group – Brussels

www.crisisgroup.org

Address 149 Avenue Louise, Level 24
B-1050 Brussels, Belgium

Contact Clay Johnson

Title HR Director

Phone # +32 (0)2 502 90 38

Email cjohnson@crisisgroup.org

Organizational Overview: (mission, staff size, etc.)

The International Crisis Group is generally recognized as the world's leading independent, non-partisan, source of analysis and advice to governments, and intergovernmental bodies like the United Nations, European Union and World Bank, on the prevention and resolution of deadly conflict.

ICG is distinguished from other organizations working on conflict analysis, prevention or resolution due to its unique combination of field-based analysis, sharp-edged policy prescription and high-level advocacy, with key roles being played – very unusually for an NGO – by a senior management team highly experienced in government and by a highly active Board of Trustees containing many senior statesmen and women used to making things happen.

ICG is headquartered in Brussels. There are three advocacy offices (in Brussels, Geneva, and DC) and numerous smaller field offices around the world. Nairobi is among the largest of the field offices. ICG employs about 130 staff; approximately 30 staff are in the Brussels office. The Brussels office has a small research/think tank unit with approx. 4 staff.

Hiring Information

- **Full-time Opportunities**

All open positions are posted on the ICG website. The analyst role is the likely entry position for Masters level candidates with a few years of experience in conflict resolution or journalism. Analysts are involved in reporting conflict in the field, recounting first-hand what's happening in the region. Analyst positions require strong research and analytic skills. Clay noted that there are very few Americans working for ICG outside of the DC office. ICG field offices generally recruit locally from the region.

- **Internship Opportunities**

ICG hosts numerous interns in each of the advocacy offices. Intern recruitment is decentralized. Each office decides upon its own interns, however, internship openings for each of the offices are posted on the ICG website as needs arise. ICG prefers 6-month interns, but will consider 3 month internships for candidates with relevant

experience. The DC internship program is the most structured in terms of set application and internship timelines. Interns in most of the field offices are typically recruited from local schools, however, APSIA applicants with significant background/experience in the region are welcome to apply.

NATO

www.nato.int/structur/interns

Address	NATO Headquarters Blvd Leopold III, 1110 Brussels, Belgium		
Contact	Antoaneta Boeva	Title	Officer, Diversity Section Recruitment
Phone #	+32 (0)2 707 4971	Email	boeva.antoaneta@hq.nato.int

Organizational Overview (mission, staff size, etc.)

The North Atlantic Treaty Organization is based in Brussels. There are currently 27 member states in NATO.

NATO employs three type of staff:

- 1) International staff (approx 1200 staff)
- 2) International military staff (approx. 400 staff)
- 3) Delegation staff (assigned from member countries)

Hiring Information

- **Full-time Positions**

APSIA students, who are citizens of NATO member states, are eligible to apply for international staff openings. Generally, positions relevant to APSIA students without 5 – 10 years of experience would be at the A1 or A2 positions. (A grade positions are professional and managerial levels; B grade are support roles) Previous interns (at NATO or elsewhere count toward professional experience.)

Applicants for full-time positions are encouraged to make contact with their home office/delegation to NATO for support in their application. For Americans, the US Mission to NATO human resources office can assist in preparing candidates for NATO interviews.

Basic French is expected of applicants; candidates will be tested in writing and orally. Demonstrating a basic level and interest in learning is often sufficient. English is the primary working language at NATO.

- **NATO Internship Program**

NATO Headquarters (HQ) introduced its Internship Program in 2004 with four main objectives:

- To provide the organization with access to the latest theoretical and technical knowledge that the intern can apply through practical work assignments, as well as with additional staff resources.

- To provide interns with an opportunity to learn from the NATO community and get a better understanding and a more balanced view of the organization.
- To contribute to creating a more diverse workforce.
- To expand understanding of NATO in Alliance countries.

The intern program is designed primarily as a public diplomacy program. It is not intended to be a recruitment tool, however, interns at times stay on longer via regular contracts to finish projects, etc.

The program provides a small number of current or recent graduates (20 – 40/year) with the opportunity to intern with the International Staff at NATO Headquarters in Brussels. Internships are for six months – with start dates typically in September and March. This ensures project continuity as many units assign specific portfolios to interns. Intern offers are contingent upon security clearance at the Secret level. Interns are cleared by their member country and NATO. NATO will work with finalists to begin this process as early as possible.

There is one call for applications for both internship start dates. As a result, applicants are encouraged to submit their applications early in their academic program. If not selected, interns are welcomed and encouraged to re-apply in the coming year. Interns are paid approximately 800 EUR/month plus travel expenses (up to 1200 EUR).

Specific details on units participating in the program are available on the NATO website, however, the following units participating in the program are likely to be of most interest to APSIA students:

- NATO Office of Security (Terrorism, Threat, & Intelligence Unit)
- Political Affairs and Security Policy (including units focused on multi-lateral affairs, Russia-Ukraine, Security Economics, Climate Security)
- Defense Policy & Planning
- Operations (particularly relevant for those with military experience)
- Public Diplomacy
- Agencies: IMS (International Military Staff), SHAPE, NC3A, NAMA, etc. SHAPE (Supreme Headquarters Allied Powers Europe) which is located about 70 kilometers outside of Brussels is the operational headquarters for NATO. Students interested in intelligence analysis might find SHAPE of particular interest.)

- **Additional Internship Options:**

In addition to the 40 paid internships, NATO allocates between 5 – 10 slots for applicants who come with their own grant funding. These internships can be of shorter duration. In addition, timeline can be negotiated. Given the time needed for security clearances, APSIA students interested in summer internships with NATO (who have access to internship support) are encouraged to apply for summer internship by November 1 (if not earlier). In their materials, applicants should clearly mention their

ability to secure grant funds (candidates cannot self fund), the desired start dates/duration, preferred projects, and specific skills and background relevant to NATO, including recent clearance level, if relevant.

Candidate Qualifications – skills desired

All interns/staff must be nationals of NATO member states. Basic conversational knowledge of French is important and candidates will be tested. However, applicants with Arabic, Russian, or Farsi interested in political affairs do not necessarily also need French.

Applications are reviewed carefully. Materials must convey an understanding of NATO, the desired intern assignments, and the specific skills candidates bring to the position (to justify your division choice). NATO values stability and coherence in career choices. Applications materials should clearly explain and support decisions to change careers. Candidates are also encouraged to contact their home office (US Mission to NATO for US citizens) for support as preparing application materials.

Additional Information:

Women are generally underrepresented at NATO. Americans, in general, are underrepresented, however, Americans are over represented at highest levels. While NATO seeks to have a workforce representative of member countries, merit is most critical in hiring for both full-time and intern positions.

Chatham House (The Royal Institute of International Affairs)

www.chathamhouse.org

Address 10 St. James Square
London SW1Y4LE, United Kingdom

Contact Alex Vines **Title** Research Director, Regional & Security Studies
and Head of Africa Programme

Phone # +44 (0)20 7957 5700 **Email** avines@dchathamhouse.org.uk

Organizational Overview (mission, staff size, etc.)

Chatham House was founded in 1920 and granted its Royal Charter in 1926. It is based in St James's Square in London. The Chatham House Rule, famous worldwide for facilitating free speech and confidentiality at meetings, originated here. The mission of Chatham House is to be a world-leading source of independent analysis, informed debate and influential ideas on how to build a prosperous and secure world for all. Chatham House is a member based institution and receives very little government money. Members include individuals and organizations. There is a very small endowment. There are approximately 80 full-time staff and a network of associated fellows.

Chatham House pursues this mission:

- by drawing on its membership to promote open as well as confidential debates about significant developments in international affairs and about the context and content of policy responses;
 - by producing independent and rigorous analysis of critical global, regional and country-specific challenges;
 - by offering new ideas to decision-makers and -shapers on how these could best be tackled from the near to long term.
-
- Research is structured around three areas:
 - Energy, Environment and Resource Governance, incorporating work on Promoting Climate Security, Enabling Energy Security and Strengthening Sustainable Development Solutions
 - International Economics; and
 - Regional and Security Studies, which includes work on Africa, the Americas, Asia, Europe, Global Health Security, International Law, International Security, the Middle East and North Africa and Russia and Eurasia.

According to Alex Vines, the role of research institutions within the UK has become more robust in the last decade as the need for non-party political analysis has increased. With a growing emphasis on geo-political analysis, the thematic and regional work of Chatham House is well placed on this front.

Hiring Information

- **Full-time Opportunities**

Chatham House currently has a hiring freeze; positions are filled only as staff retire/move on. When openings arise, positions are posted on the website. There is no premium placed on PhDs; nor is there a glass ceiling limiting advancement to leadership roles. Life experience and quality of writing/analytic mind are key. In addition, experience with fundraising is critical. The salaries at Chatham House are tied to the British academic scale.

- **Internship Opportunities**

There is no formal internship program at Chatham House, however, research departments do use interns as needed. Interns may work on research projects, small publications, take meeting minutes, be involved in internal meetings, etc. Skills required are driven by specific needs in house, however, all interns must be strong at multi-tasking, have integrity, be discreet given the nature of the meetings often held under Chatham House Rule. Key project areas where interns may be needed include work on energy/environment, climate change, sub-Saharan Africa, and Russia/Eurasia programs. Chatham House is flooded by intern applicants. Interns must come with their own funding; in addition, given the demand, Chatham House may ask universities/intern funders to also support overhead costs. However, APSIA applicants from developing countries, the Africa diaspora, or impoverished backgrounds with enormous talent would be of particular interest to Chatham House.

Interested applicants are encouraged to forward a resume and statement of interest (identifying specific aspects of the Chatham House's work and skills you would bring to the position) to Alex Vines.

Demos

www.demos.co.uk

Address Magdalen House, 136 Tooley Street
London, SE1 2TU, United Kingdom

Contact Kate West

Title Operations Manager

Phone # +44 (0)845 458 5949

Email kate.west@demos.co.uk

Organizational Overview (mission, staff size, etc.)

Demos is a think-tank focused on power and politics. Demos searches for and communicates ideas to give people more power to shape their own lives. Demos' vision is a democracy of free citizens, with an equal stake in society. There is no core funding for Demos; projects are funded by the market with 1/3 private, 1/3 government and 1/3 voluntary sector funding. Work is not commissioned. Staff generate ideas and then identify potential funding partners. Demos hosts a wide variety of high visibility events. As a charity, Demos does not have political aims aligned with any one political party. In fact, all three parties are represented on the board of directors. Work is driven by the goal of a society populated by free, powerful citizens and centered around four themes:

- Individual capabilities (education, disengagement, parenting roles)
- Citizen independence
- Citizenship (progressive conservatism project; open left project; communicating what it means to be left or right)
- Security (radicalization); one of Demos' security researchers is currently seconded to the UK Home Office's counterterrorism strategy unit

Hiring Information

- **Full-time Opportunities**

Full-time positions, when available, are posted on the web and in The Guardian.

- **Internship Opportunities**

Demos hosts between 10 – 15 interns at any point in the year and welcomes applications from APSIA school students. Interns are unpaid, however, they do receive 15 GBP/day to cover lunch/travel expenses. Interns ideally work 3 – 4 months; if part-time, must work at least 3 days/week. Ideal candidates have skills and interests in line with the work of Demos; previous voluntary sector experience and/or interest in working with social media a plus. Applications are reviewed on a rolling basis. Interested applicants should submit materials via internships@demos.co.uk or directly to Kate West.

European Bank for Reconstruction & Development

www.ebrd.com

Address One Exchange Square, 175 Bishopsgate
London EC2A 2NJ, United Kingdom

Contact Sara Swift **Title** Associate Manager, Human Resources
Phone # +44 20 7338 6532 **Email** swifts@ebrd.com

Organizational Overview (mission, staff size, etc.)

The EBRD is an international financial institution that supports projects in 29 countries from central Europe to central Asia. Investing primarily in private sector clients whose needs cannot be fully met by the market, the Bank promotes entrepreneurship and fosters transition towards open and democratic market economies.

The EBRD is the largest single investor in the region and also mobilizes significant foreign direct investment into its countries of operations. The Bank invests mainly in private enterprises, usually together with commercial partners. It provides project financing for the financial sector and the real economy, both new ventures and investments in existing companies. It also works with publicly-owned companies to support privatization, restructuring of state-owned firms and improvement of municipal services.

The EBRD is owned by its 61 member/shareholder countries, the European Community and the European Investment Bank. There are 1327 regular staff and 75 board members (all member government appointments) at the EBRD. Headquartered in London, there are over 30 regional/country offices.

Hiring Information

- **Full-time Opportunities**

The EBRD does not currently have a structured analyst recruiting program, however, this is under consideration. Positions are currently filled as they become available. Qualified applicants from member countries are encouraged to apply via the EBRD recruitment webpages. Applications are kept on file and reviewed as opportunities arise. In addition, interested applicants are encouraged to register for job alerts via the recruitment site.

EBRD will be recruiting in the US for Japanese speaking candidates at the DISCO fair in Boston and is considering on-campus recruitment visits to several top US business and international affairs schools (with strengths in int'l and project finance) during that time.

Americans interested in EBRD positions should be aware that current US and EBRD tax policy places an additional tax burden on certain levels of income. There are also challenges regarding the pension system. This becomes more of an issue for longer-term employees than those seeking to work for the bank for a few years. While these issues may be resolved in the future, it is something candidates should be sure to fully understand before accepting positions.

- **Candidate Qualifications**

The work of the EBRD is largely in the area of project finance. As a result, strong finance/economic skills and project finance/banking experience are required for most positions. Eastern European/central Asian regional expertise and language skills are also preferred. Proficiency in Russian is of particular interest. Citizens of countries where EBRD's work is focused (and who have studied int'l finance at APSIA schools) would be of particular interest to the bank. In addition, Americans and Japanese citizens are presently under-represented at the bank given diversity requirements in terms of nationality.

- **Internship Opportunities**

EBRD offers paid internships on an ad hoc basis. There is currently no structured program, although this is under consideration. There are approximately 50 interns/year. Interns can be on staff between 3 – 12 months. The intern program is open to recent graduates (within one year of graduation) as well as current students. If a particular team has the budget for an intern, the team will contact Human Resources to identify candidates. As a result, interested interns are encouraged to submit application materials via the online application system. As needs arise, HR reviews applications in the system to identify candidates with the most suitable skills and experience. There are more intern opportunities during the semester than over the summer. Depending on level of experience, interns receive between 1400 – 2500 GBP/month. Travel/lodging expenses are the responsibility of the intern.

International Business Leaders Forum (IBLF)

www.iblf.org

Address 15-16 Cornwall Terrace
London NW1 4QP, United Kingdom

Contact Gillian Gurner
Tel. +44 20 7467 3600

Title Head of Human Resources
E-mail Gillian.gurner@iblf.org

Organizational Overview

The International Business Leaders Forum (IBLF) was set up in 1990 by The Prince of Wales and a group of chief executives of international companies, in response to the emerging challenges of economic growth and change in the global economy. IBLF works with business, governments and civil society to enhance the contribution that companies can make to sustainable development. It is currently supported by over 100 of the world's leading businesses.

IBLF provides strategic counsel to companies to enable them to understand and respond to the development challenges that they face, particularly when operating in transition and emerging economies. As well as managing a number of programs that provide businesses with opportunities to directly enhance their impact on society, IBLF helps businesses connect with other organizations and develop successful cross-sector partnerships.

IBLF has a membership base and operates with subscriptions from corporate partners. Their main program areas are the International Tourism Partnership, Public Policy & Affairs, Marketing & Business Development and the Business Call to Action. These cover topics related to Health, Governance, Employability and Human Rights. They involve raising sustainable business standards, improving prospects for enterprise and employment, and enabling companies to contribute to health and human development issues. There are 40 staff members overall working in offices in London, Moscow, New York, Hong Kong and soon New Delhi.

Hiring Information

- **Full-time positions**

Full-time positions are posted on IBLF's website.

- **Internship Opportunities**

IBLF does not actively recruit for interns but regularly accepts them all year round. Interns are assigned to projects based on qualifications and areas of interest.

Salary Information

Interns are paid a small stipend as per UK law.

Desired Skills & Qualifications

All interns have a Master's degree or are studying for one. English is the working language and is required of all interns. Other languages as they relate to different projects are desirable.

Application Process

Applications should be sent directly to the Head of Human Resources.

International Council on Security and Development

<http://www.icosgroup.net/>

Address 35 Grosvenor Gardens
SW1W 0BS, London, United Kingdom

Contact Salim Binbrek **Title** Manager - Global Security Policy
Phone # (+44) 207 071 5094 **Email** binbrek@icosgroup.net

Organizational Overview: (mission, staff size, etc.)

The International Council on Security and Development (ICOS) is an international policy think tank working to combine grassroots research and policy innovation at the intersections of security, development, counter-narcotics and public health issues. ICOS has offices in London, Paris and Rio de Janeiro.

Through field research (from Afghanistan to Somalia), public reports, films and project implementation, ICOS examines the root causes of current crises, and works to achieve measurable and direct policy results. ICOS's objective is to promote open debate in order to alleviate current governance, development and economic crises and ensure that future policy-making in these areas is informed, humanitarian and delivers impact. ICOS' work is organized into three programs: Global Security, Public Security and Public Health as it relates to problematic drug use. Current conflict zone research platforms for ICOS include Afghanistan, Iraq and Somalia.

Hiring Information

- **Full-time Opportunities**
None are currently available.
- **Internship Opportunities:**
ICOS offers a fellows program that lasts for approximately 3 to 4 months. Two or three fellows are hired for each office within ICOS. Fellows are paid. If the experience goes well, the fellowships can lead to more permanent positions with ICOS down the road.

Desired qualifications for fellows include strong analytical skills, excellent writing skills (specifically for grants) and being a quick learner. International relations, law and philanthropy content knowledge is helpful. Middle eastern language experience is also preferred. Fellows do not need to be EU nationals. On some occasions, ICOS will pay for visas, but not always. Current fellows come from Sweden, Slovenia, Canada, Netherlands and the United States.

More information regarding the ICOS Fellowship Program can be found at:

<http://www.icosgroup.net/modules/fellowship>

International Institute for Strategic Studies

<http://www.iiss.org/>

Address Arundel House
13-15 Arundel Street
Temple Place
London WC2R 3DX, United Kingdom

Contact	Lorna Williams	Title	Administrator to the Director of Finance and Information Technology / Human Resources Manager
Phone #	+44 (0) 20 7395 9120	Email	williams@iiss.org

Contact	Virginia Comolli	Title	Research Analyst/Administrative Assistant to the Director of Transnational Threat and Political Risk
Phone #	+44 (0) 20 7395 9157	Email	comolli@iiss.org

Organizational Overview: (mission, staff size, etc.)

The International Institute for Strategic Studies (IISS), based in London, is a non-profit think-tank organization focusing on political-military conflict. It also has offices in the US and in Singapore with charitable status in each jurisdiction. IISS was founded in 1958 in the UK by individuals interested maintaining civilized international relations in the nuclear age. Much of the Institute's early work focused on nuclear deterrence and arms control.

IISS is a resource for information on international strategic issues for politicians and diplomats, foreign affairs analysts, international business, economists, the military, defense commentators, journalists, academics and the informed public. Annually, IISS brings together defense ministers, foreign ministers and national security advisers in various formats privately, and more publicly, to discuss and shape international security policy. It holds events each year in Europe, North America, the Middle East and Asia as well as in Latin America and Africa.

IISS is not affiliated with any academic institution in the UK. IISS is governed by a council (meets two times per year – eight nationalities represented) and a board of governors that focuses on finance and budgeting issues.

Approximately 50 staff are in the London office, 6 in Washington, D.C. and 6 in Singapore.

Hiring Information

- **Full-time Opportunities**

Full-time job opportunities (mostly for Masters and PhD-level research assistants) are posted on IISS' website at www.iiss.org/about-us/careers-at-iiss.

- **Internship Opportunities**

IISS hires approximately 12 interns at any given time to work on research related to military issues and the IISS armed conflict database. Interns are assigned to a member of the Directing Staff, Senior Staff or a Research Fellow. Interns are able to work remotely (some current interns are located in San Francisco, CA and India). IISS prefers to have interns in-house to take advantage of networking and professional development opportunities. Summer interns work for approximately 20 hours per/week and receive a small weekly stipend.

IISS is not able to offer assistance in finding accommodation, nor can it apply for work permits for these assignments.

IISS London internship postings and application instructions can be found at:

www.iiss.org/about-us/staffexpertise/interns

IISS Washington, DC internship postings can be found at

www.iiss.org/about-us/offices/washington/about-the-iiss-us/internemployment-opportunities

Kurdish Human Rights Project

<http://www.khrp.org/>

Address 11 Guilford Street London
WC1N 1DH, United Kingdom

Contact Jori Knight-Jones

Title Administrator

Phone # 00 44 20 7405-3835

Email operations@khrp.org

Organizational Overview

The Kurdish Human Rights Project (KHRP) is an independent, non-political charity founded and based in Britain. KHRP works to protect and promote the human rights of all persons living throughout the Kurdish regions of Iran, Iraq, Syria, Turkey and the former Soviet Union irrespective of race, religion, sex or political persuasion. KHRP is the only human rights non-governmental organization working consistently in the Kurdish regions that is completely independent of political affiliation.

KHRP's work includes providing legal representation in cases before the European Court of Human Rights and submission of complaints to UN mechanisms on behalf of victims of human rights violations including extra-judicial killings, torture, unjust imprisonment, unfair trials and violations of freedom of expression, assembly or association.

KHRP also delivers training to victims of human rights violations, conducts fact-finding missions to Kurdish regions, observes trials to monitor rule of law standards, produces publications to raise awareness of human rights issues and advocates broadly for the relationship between the environment and human rights.

Hiring Information

- **Full-time Opportunities**

KHRP employs a small team (approximately 10 staffers) in its London office and works with partner organizations in the Kurdish regions. Full-time job opportunities are posted on KHRP's website at www.khrp.org/content/view/233/73. When applying for openings please submit a completed application form along with your CV or resume. The application can be found at www.khrp.org/component/option,com_docman/task,doc_details/gid,124.

- **Internship Opportunities**

KHRP recruits interns throughout the year to work on its diverse projects and activities. Interns are hired from countries throughout the world including the United States, Sweden, Turkey and England. Typical internships last between 3-6 months in duration and are unpaid. Internship needs vary throughout the year (rolling deadlines), but typically involve one of the following types of internships:

- Legal
- Research
- Resources and Communications
- Development
- Finance

Tasks vary depending on the type of internship, but most will involve some level of research. Emphasis was made on the point that interns perform substantive work and are a valued and integral part of the organization. All internships require excellent written and oral communication skills, strong research and analytical abilities, knowledge of human rights issues and computer skills. Applicants should also possess the ability to work as part of a team, work effectively under pressure and be flexible.

Available opportunities are posted on KHRP's website at <http://www.khrp.org/content/view/316/141>. Applicants are required to submit a completed application along with a cover letter and resume.

Interns are interviewed by phone first and are often required to submit writing samples.

The New Economics Foundation (nef)

www.neweconomics.org

Address: 3 Jonathan Street
London SE11 5NH, United Kingdom

Contact: Nicola Steuer
Tel.: +44 20 7820 6300

Title: Head of Centre for Well-being
E-mail: nicola.steuer@neweconomics.org

Organizational Overview

The new economics foundation (nef) is an independent think-and-do tank that inspires and demonstrates real economic well-being. It aims to improve quality of life by promoting innovative solutions that challenge mainstream thinking on economic, environment and social issues. It works in partnership and puts people and the planet first.

nef was founded in 1986 by the leaders of The Other Economic Summit (TOES) which forced issues such as international debt onto the agenda of the G7 and G8 summits. It is unique in combining rigorous analysis and policy debate with practical solutions on the ground, often run and designed with the help of local people. It also creates new ways of measuring progress towards increased well-being and environmental sustainability.

nef works with all sections of society in the UK and internationally - civil society, government, individuals, businesses and academia - to create more understanding and strategies for change. It puts the issues of sustainability of the natural environment, social justice and well-being at the forefront of its priorities. nef is an independent charity, funded through individual donors, charitable trusts and foundations. Its work is project-based and commission-based. It also has a consulting division that works with public, private and civil sector entities.

The main program areas of nef's work are:

- **Well-being**

This area looks at the question of what is the "good life". This deals with self-reported mechanisms relating to a subjective sense of well-being and social policy.

- **Democracy and Participation**

This area aims to give everyone the tools to reclaim politics.

- **Social Policy**

This program looks at the way social policy and welfare is provided, the relationship between providers and receivers of services and the delivery mechanisms of services.

- **Business, Finance and Economics**

This area examines the global financial infrastructure, access to finance, relationship to debt. More work is now being started in relation to the corporate side of these issues.

- **Valuing What Matters**
This area looks at the “social return on investment” by putting a price on things that often do not get considered in classical cost/benefit analyses.
- **Climate Change and Energy**
This area looks at issues of interdependence between climate change and energy, social justice and environmental/development organizations.
- **Connected Economies**
This is a type of think-do tank. It looks at money flows and local diversity. There is also a business coaching and planning side to help small businesses launch their initiatives.
- **Natural Economies**
Work in this area involves creating economic policies that protect and support crucial ecosystems.

Hiring Information

- **Full-time positions**
Full-time vacancies are posted on nef’s website.
- **Internship Opportunities**
nef hosts interns sporadically. Rather than having a formal program, internships tend to develop organically (from people attending conferences, students doing research projects, etc.). Most interns come from within the UK, though nef accepts people more widely. When working with interns, nef is very careful to define the deliverables required of any internship. Interns are often involved in conducting first-hand field research on projects.

Salary Information

Internships are not paid.

Desired Skills & Qualifications

Knowledge of economics is not a prerequisite but could be very helpful. Interns should have strong analytical skills, be able to handle large amounts of data and analyze questions/questionnaires used in research projects. Strong writing skills and an ability to review policy-based academic research/literature are essential. NEF wants people who are intellectually curious and interested in approaching problems in new ways.

Application Process

Students should direct their applications to the program manager(s) of interest.

Additional Information

nef’s projects vary significantly in duration, ranging anywhere from three-eight months, or more rarely, two years.

The New Local Government Network

<http://www.nlgn.org.uk/public/>

Address First Floor
New City Court
20 St. Thomas Street
London SE1 9RS, United Kingdom

Contact Nigel Keohane
Phone # 020 7357 0051

Title Head of Research
Email nigel.keohane@nlgn.org.uk

Contact Charlotte Holloway
Phone # 020 7015 1389

Title Operations Manager
Email cholloway@nlgn.org.uk

Organizational Overview

The New Local Government Network (NLGN) was founded in 1996 by a group of senior local U.K. government figures whose aim was to make local government more relevant and credible. NLGN is an independent think tank committed to promoting the decentralization of power, public service reform, enhancing local governance and empowering communities. NLGN employs approximately 15 full-time staff members.

Through independent research, events and advocacy, NLGN works with central and local government partners, the business and voluntary sectors and the wider policy community to provoke debate and discussion about the future of central-local relations. NLGN's Innovation Network brings together leading innovative local authorities to push forward the localism debate. NLGN's network of Corporate Partners helps ensure the think tank position at the forefront of emerging policy developments within the private sector.

In-depth research and new policy-development sits at the heart of NLGN as it seeks to promote devolution and innovative service transformation at the local level. With expertise across a range of qualitative and quantitative methods, the research team conducts analysis into the full spectrum of local public policy areas, democracy and governance and management and performance.

Hiring Information

- **Full-time Opportunities**

Full-time vacancies are posted online on NLGN's website at <http://www.nlgn.org.uk/public/job-vacancies>.

- **Internship Opportunities:**

Interns are hired for 8-12 week assignments throughout the year. Interns perform substantive work on projects that typically last 3-4 months. NLGN typically employs 2-3 interns at any given time to gain experience of the think tank environment and to contribute to applied research and local policy-making.

NLGN looks for graduates of any discipline with an interest in current affairs and social policy along with sympathy for aims of democratic decentralization and innovative policy solutions. NLGN is particularly interested in having interns assist in pulling together best practices from international locations to improve U.K public policy. NLGN internships are primarily research based.

NLGN is looking for candidates who possess:

- Strong research and analytical abilities
- Excellent writing skills
- An interest in helping develop new innovative public policy ideas and promote local democratic engagement
- Motivation to work independently and as part of a small team
- Open to learning new skills

Full time candidates are preferred, but part time internships are considered. Internships are unpaid but do provide subsistence *and travel allowance (10 pounds/day)*.

Internship Application Process:

Interested applicants should email a resume and a cover letter to Charlotte Holloway, Operations Manager, at cholloway@nlgn.org.uk. A well-tailored and persuasive cover letter is emphasized.

Overseas Development Institute

www.odi.org.uk/

Address 111 Westminster Bridge Road
London SE1 7JD, United Kingdom

Contact Claire Dilliway **Title** Program Officer, Politics & Governance
Phone # +44 (0)20 7922 0300 **Email** c.dilliway@odi.org.uk

Organizational Overview (mission, staff size, etc.)

ODI is Britain's leading independent think tank on international development and humanitarian issues. Its mission is to inspire and inform policy and practice which lead to the reduction of poverty, the alleviation of suffering and the achievement of sustainable livelihoods in developing countries. This is accomplished through high quality applied research, practical policy advice and policy-focused dissemination and debate.

ODI's research work is organized into 18 different programs within five main programmatic groups:

- Humanitarian Policy Group
- International Economic Development Group
- Poverty and Public Policy Group
- Research and Policy in Development Group
- Rural Policy & Governance Group

There are 120 staff in the London office, including approx. 80 researchers.

Hiring Information

- **Full-time Positions**

All open positions are posted on the ODI website. APSIA graduates would typically be hired into Research Officer I or II, depending on experience. Progression from there would be to Research Fellow I, II, III, Program Leader, and Director. ODI is very interested in recruiting APSIA graduates for Research Officer positions and is willing to fully sponsor applicants from outside the EU. (Applicants would be in the Tier II category. Details on UK work permits/visas can be found at <http://www.ukba.homeoffice.gov.uk/workingintheuk/>).

- **Internship Opportunities**

ODI regularly hosts interns. There is no structured program. Interns are recruited on an ad hoc basis, based on needs of particular research groups. The skills required depend on the particular unit's needs. Interested applicants are encouraged to submit a cover letter and resume to the head of the particular group of interest. Letters should express interest in particular projects and the skills/experiences you would bring to the work of the group.

Additional Information

The ODI Fellows Scheme is a separate program of ODI. Fellows are normally graduates from Masters level programs who are assigned to field based positions in developing countries. The fellowship sends recent MPP/PhD economists to work in the governments of developing countries in Africa, the Caribbean and the Pacific on two-year contracts. 50 Fellows were accepted in 2009; 25 countries and two regional bodies are partners in the program. The program provides governments an opportunity to build capacity in their public sectors and improve the execution of economic policy. Application deadline is generally mid December. Additional details can be found at: <http://www.odi.org.uk/fellows/index.html>

The Young Foundation

www.youngfoundation.org

Address	18 Victoria Park Square Bethnal Green, London E29PFm United Kingdom		
Contact(s)	Fancy Sinantha Carmel O’Sullivan Louise Pulford	Title	Development Director Intern Coordinator Social Innovation Exchange Coordinator
Phone #	+44 (0) 20 8980 6263	Email	fancy.sinantha@youngfoundation.org

Organizational Overview (mission, staff size, etc.)

Young Foundation is a centre for social innovation based in London launched in 2005. Its predecessor organizations (under Michael Young) were responsible for far-reaching innovations ranging from the creation of the Open University to International Alert and the School for Social Entrepreneurs. The Young Foundation owns three buildings in east London which house over twenty organizations involved in social action.

There are approximately 60 staff employed by the Young Foundation. Staff come from NGOs, government, business and academia. The Young Foundation focus is on fields with the greatest potential for social innovation. These include areas where problems are intensifying (from diversity to mental illness), where existing models are failing (such as criminal justice), and where new possibilities are arising (for example, because of new technology).

The work of the foundation can be broken down into three main areas:

- The *Launchpad* team creates innovative new organizations in health and education and runs the venture philanthropy program
- The *Local Innovation* team works on practical projects involving neighborhoods, wellbeing, and the future of local cities. Best practices research on global models often guides local projects.
- The *Research* team studies the dynamics of social innovation and changing needs locally and around the world. Programs include developing solutions to criminal justice systems, Uprising, a leadership program encouraging talented young people into public positions of power. The team is also responsible for several publications including a three book series on method and issues in social innovation.

The foundation is also working with partner organizations on a number of fronts to build the social innovation field internationally, including practical work, research, networking and new tools. SIX – the Social Innovation Network is comprised of over 600 members

(organizations and individuals) interested in social innovation. SIX operates largely through the web. SIX now also very small offices in New York and Paris.

Hiring Information

- **Full-time Opportunities**

Full-time positions are posted on the website. The Young Foundation does not sponsor non-EU citizens, however candidates can self-apply for a Tier I skilled visa. Details can be found at: <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/general/>.

Previous full-time work experience (with demonstrated salary history) in the US is fairly critical for UK work visa approval.

- **Internship Opportunities:**

Internships are available in each of the 3 teams. There are between 2 – 3 interns per team. Each intern is assigned between 1-2 projects. Interns must work for a minimum of 3 months, at least 3 days/week). Interns are unpaid but do receive a small stipend for lunch expenses and travel.

Work in the research group requires more desk-based analytic abilities and strong writing skills. Projects might include working on the foundation's publication series, drafting case studies of successful social innovations, and assisting with best practices research. The local innovation team is more likely to spend time in the field, however, interns available for only 3 months without previous knowledge and experience living in the UK are unlikely to be assigned to the local innovations team given the need to be familiar with the local landscape.

SIX is quite interested in interns from APSIA schools given the international focus of its membership. Interns are likely to work on projects involving global exchange opportunities among members in real life and using virtual technologies.

Internship Application Process:

Candidates are encouraged to submit a resume and statement of interest (identifying specific aspects of the foundation's work and skills you would bring to the position) to Carmel O'Sullivan.

Additional Information:

Interns who have successfully completed their assignment with the Young Foundation may be considered for a paid internship with Vertex public sector practice (www.vertexgroup.com/uk/Markets/Public-Sector/Public-Services). Vertex is a core partner of the Young Foundation (both financially and intellectually). Through the Vertex program, interns learn the business side of strategic change within the public sector. Internship with Vertex are up to six months in duration.

European Union Institute for Security Studies

<http://www.iss.europa.eu/>

Address 43 Avenue du Président Wilson
75775 PARIS CEDEX 16, France

Contact Jean Pascal Zanders
Phone # +33 (01) 56 89 19 34

Title Research Fellow
Email Jean-Pascal.Zanders@iss.europa.eu

Organizational Overview

The European Union Institute for Security Studies (EUISS) is a Paris-based agency of the European Union, operating under the EU's second pillar, the Common Foreign and Security Policy (CFSP). Its goals are to find a common security culture for the EU, to help develop and project the CFSP, and to enrich Europe's strategic debate.

EUISS is an autonomous think tank that researches security issues of relevance for the EU and provides a forum for debate. In its capacity as an EU agency, it also offers analyses and forecasting to the Council of the European Union and to Javier Solana, High Representative for the Common Foreign and Security Policy. This double role makes it a unique institution in Europe.

EUISS is relatively small in size with a director, nine researchers, and editorial and support staff. Research areas focus on EU institutions and futures (general) and more regional studies primarily of Europe, Russia, North Africa and the Middle East. Researchers are all EU nationals.

Hiring Information

- **Full-time Opportunities**

Full-time vacancies are posted on EUISS' website at <http://www.iss.europa.eu/opportunities>. Research fellows must come from EU countries.

EUISS also runs a Visiting Fellows Program each year that is announced in June. Visiting fellows are typically Masters or PhD students. Last year, 90 applications were received for nine slots. Two of the finalists can be of non-EU member status. Fellows are selected on a 20 point scale that includes both formal criteria (educational and publishing experience) and an assessment of the applicant's project proposal.

- **Internship Opportunities:**

EUISS has opportunities for 3-4 Masters level interns each May to September. Interns may be from non-EU countries. Interns are offered an outstanding experience that enhances their professional development and can be a springboard for them to pursue specialized interest areas within the field of international security studies. These

opportunities are advertised at <http://www.iss.europa.eu/opportunities> June/July each year for the following year.

Additional Information:

EUISS is interested in partnering with APSIA in the future for 1 to 2 fellows per year from member schools.

Referral/Suggestions to other Organizations potentially interested in our graduates:

Stockholm International Peace Research Institute (SIPRI)
Ian Anthony – Program Director
Arms Control and Nuclear Non-Proliferation
anthony@sipri.org

The French Institute of International Relations (Ifri)

www.ifri.org

Address	27, rue de la Procession 75740 Paris Cedex 15, France		
Contact	Dominique David	Title	Executive Vice President
Phone #	+ 33 (0) 1 40 61 60 73	Email	david@ifri.org
Fax #	+ 33 (0) 1 40 61 60 60		

Organizational Overview: (mission, staff size, etc.)

Inspired by the US and British example, Ifri prides itself in being the oldest French “think tank.” Since its creation in 1979 by Thierry de Montbrial, Ifri’s footprint has constantly been expanding. Fully integrated in the network of major international think tanks, Ifri strives to gather decision-makers and researchers to develop non-partisan and thorough research and debate on current international issues. Ifri’s goal is to:

- develop applied research in the field of public policy, related to international issues;
- foster interactive and constructive dialogue between researchers, professionals, and opinion leaders.

Ifri is independent from all administrative and financial regulatory authorities. It has no affiliation with any political party. Its independence, stated in the institute’s by-laws, relies on the diversity of the funding sources it has been able to gather. Ifri’s dual purpose - as a research center and as a debate forum - is the cornerstone of Ifri’s mission. Both activities are mutually enriching and stimulating to the benefit of Ifri’s members and partners.

Hiring Information

- **Internship Opportunities**

Ifri does accept international students for internships throughout the year. For summer internships, the best time is mid-May through mid-June. There are no activities taking place during August. Internships are unpaid. It is possible to work at Ifri with little French knowledge although students will have a more fulfilling experience if they know French. Ifri hosts approximately 10-12 interns at a time. The energy program at Ifri is bi-lingual French and English. Ifri prefers interns who can commit to longer than a few months.

- **To Apply**

Students applying should send a letter of interest and resume and be specific about the area of research in which they are interested. Students should apply via the website at <http://www.ifri.org/?page=join-us>.

Organisation for Economic Co-operation and Development

www.oecd.org

Address	2, rue André Pascal 75775 Paris Cedex 16, France		
Contact	Niki Ruggeri	Title	Strategic Planning and Evaluation Human Resource Management
Phone #	33 (0) 1 45 24 14 04	Email	Nicola.RUGGERI@oecd.org

Hiring information

- **Full-time Opportunities**

OECD receives approximately 30,000 applications per year. Criteria for recruitment include member country nationality, relevant professional experience, academic qualifications and language skills in the official languages of the Organisation (English and French). As many of the applications do not correspond the real number is closer to 15,000. OECD typically hires 300 new employees each year. OECD will be launching a pooled approach for the recruitment of entry level and experienced economists towards the end of June 2010. Junior level economists are typically required to have a Masters degree and two years of relevant professional experience or a PhD.

New vacancies are published almost every week on OECD's website at www.oecd.org/hrm/vacancies. You can register/login (or sign up for email alerts tailored to your profile) and apply for jobs by attaching your resume or CV and cover letter. OECD only accepts online applications and jobs remain active on the site for four weeks.

- **Candidate Qualifications**

Applicants must be from an OECD member country (Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Korea, Luxembourg, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, Slovak Republic, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States). Chile has just joined and Estonia, Israel, the Russian Federation and Slovenia look to join the OECD in the future.

OECD is in need of Masters or PhD level economists and policy analysts that possess strong research and quantitative skills for the purpose of analysis,, drafting experience, language abilities (English and/or French fluency at a minimum) and strong teamwork skills. The OECD also recruits in other areas such as law, science, communications, statistics and IT. Experience working in a multi-cultural environment is considered a plus. Merit is the criterion for recruitment and the OECD takes gender and ethnic diversity seriously when recruiting new hires.

OECD also has a growing Young Professionals Program that attracts an average of more than 2500 applications for several positions. Young Professionals hold mostly a Master with 1-2 years of professional experience or PhD in Economics, with a specialization in some OECD-relevant fields. International exposure is considered a plus.

- **Internship Opportunities**

Over 200 internships per year are available with OECD for full time students. Internships are available year-round and average between two to six months in duration. A memorandum of agreement must be established between the OECD and the learning institution. The onus is on the individual to make a pitch via email with CV and cover letter directly to your Directorate(s) of choice via their "Contact us" e-mail address available on the right-hand column of each Directorate's website. Be aware of peak times in the workload of the directorate and that response times may be slow. Internships do not typically serve as a recruitment vehicle however can have a positive impact on a future career. For summer internships, apply no later than January of the given year.

Paris interns are unpaid unless the directorate has the budget for a small stipend. Washington, DC interns are paid with a small honorarium. Interns are, in principle, nationals of an OECD member country. Cover letter and resume submission are required. The cover letter should focus on the student's ability to match their background with the desired qualifications and discuss their motivation for seeking the internship and availability. In the resume, students should emphasize their ability to be a "language learner" if English and/or French are not prominent fluent skill sets.

Additional Information

OECD will be instituting new HR software this year to track all applicants and establishing an OECD alumni network. To receive email alerts, sign up at www.oecd.org/hrm/vacancies. Even if you are not interested in applying at the current time, receiving the job opportunities will help to provide a clearer understanding of the profiles the OECD seeks to recruit. If interested in organizing a career trek to OECD, further information including contact can be found at

http://www.oecd.org/document/53/0,3343,en_2649_34489_1910453_1_1_1_1,00.html.

OECD is a multilateral organization that brings together the governments of countries committed to democracy and the market economy from around the world to support sustainable economic growth, boost employment, raise living standards, maintain financial stability, assist other countries' economic development, and contribute to growth in world trade. OECD provides a setting where governments compare policy experiences, seek answers to common problems, identify good practice and coordinate domestic and international policies.

OECD also monitors trends, forecasts economic developments and researches social changes or evolving patterns in trade, environment, agriculture, technology, taxation and more. OECD is one of the world's largest publishers in the fields of economics and public policy.

The Parliamentary Network on the World Bank

www.pnowb.org

Address 66 avenue d'Iena
75116 Paris, France

Contact Jerome Evrard

Phone # 33 (0)1 40 69 31 63

Title Head of Secretariat

Email jevrard@pnowb.org

Organizational Overview: (mission, staff size, etc.)

The Parliamentary Network on the World Bank (PNoWB) was founded in May 2000 as an informal network of individual parliamentarians, to strengthen accountability and transparency in international financial institutions in general and in the World Bank, in particular, as the largest donor of development programs throughout the world.

PNoWB is an independent non-governmental organization that gathers more than 800 parliamentarians from 110 countries. PNoWB mobilizes parliamentarians to address global governance and poverty challenges, to promote transparency and accountability of international development and offers a unique platform of dialogue between parliamentarians and the World Bank. PNoWB is open to parliamentarians from World Bank member states.

PNoWB closely works with the World Bank and many of its activities are undertaken in partnership with the World Bank, including the Annual Conference and Field Visit Program. Total staff in the PNoWB – Paris is approximately 10 people. Current limitations include office space and funding.

Hiring Information

- **Full-time Opportunities**

Full time job opportunities, when available, are posted on PNoWB's website at http://www.pnowb.org/content_74_1.

PNoWB – Paris will be experiencing significant growth over the course of the next 4-6 months. New opportunities will be at the Junior Program Officer and internship levels. The last Junior Program Officer position was advertised through various EU networks and attracted over 650 applications.

- **Internship Opportunities:**

Interns mainly work on research or co-operative projects. Applicants pay special attention to how they market the relative usefulness of their degree and the courses contained therein. Other desirable traits for interns include data, writing and analytical skills. Personal traits such as flexibility and adaptability are also important.

More information will be made available in the coming months at www.pnowb.org.

United Nations Educational, Scientific and Cultural Organization (UNESCO)

www.unesco.org

Address 7, place de Fontenoy
75352 Paris 07 France

Contact Eric Toussaint

Phone # +33 (0) 1 45 68 19 71

Fax # +33 (0) 1 45 68 56 68

Title Associate Director, HRM

Mobile # +33 (0) 6 67 55 24 39

Email e.toussaint@unesco.org

Organizational Overview:

UNESCO - the United Nations Educational, Scientific and Cultural Organization (UNESCO) was founded on 16 November 1945. Its aim is to build peace in the world through knowledge, social progress, exchange and mutual understanding among peoples.

Over 1,400 individuals are employed at UNESCO Headquarters and some 600 in field offices around the world, representing more than 160 different nationalities. There are 43 bureaus and 1 large office for each continent.

UNESCO is looking for men and women:

- a) *Who are experts in their field...*Who can address global problems from the standpoint of their specialization.
- b) *Who believe in dialogue...*Who are capable of coordinating their activities through dialogue and partnership.
- c) *Who promote multiculturalism...*Who are capable of communicating while respecting cultural differences.
- d) *Who embrace mobility...*Who are capable of working not only at its Headquarters in Paris, France, but also in its field offices or in one of its centres or institutes around the world.

UNESCO offers a broad range of work opportunities. Professional posts are mainly filled by people in occupations linked to the Organization's main activities – culture, education, science and communication. There are also opportunities for employment in their occupational fields such as administration, human resources and information technology. Depending on your level of expertise and experience, an international professional career at UNESCO may be open to you.

UNESCO offers the following three main career patterns:

- 1) Junior professionals (Grade P-1/P-2)
- 2) Middle-ranking professionals (Grade P-3 to P-5)
- 3) Senior Management professionals (Directors and above)

Hiring Information: Essential Requirements

1. Full-time Opportunities

Junior professionals (Grade P-1/P-2)

- University degree, preferably advanced, relevant to the professional requirements of the post.
- 2-4 years' professional experience of which preferably 1 year at international level.
- Excellent knowledge of English or French.

Middle-ranking professionals (Grade P-3 to P-5)

- University degree, preferably advanced, relevant to the professional requirements of the post.
- Number of years of responsible professional experience:
 - For P-3: 4 to 7 years of experience of which preferably 2 years at the international level.
 - For P-4: 7 to 10 years of experience of which preferably 3 to 5 years at the international level.
 - For P-5: 10 to 15 years of experience of which preferably 5 to 7 years at the international level.
- High potential and proven experience in area of specialization.
- Excellent knowledge of English or French.

Senior Management professionals (Directors and above)

- University degree, preferably advanced, relevant to the professional requirements of the post.
- 10 to 15 years' professional experience.
- Proven high experience in the area of specialization.
- Excellent international orientation.
- Excellent knowledge of English or French.

2. Young Professionals Program (YPP)

Objectives:

- To improve the geographical diversity within the organization.
- To rejuvenate the staff of the Secretariat by bringing new talents from under- and non-represented Member State.

Modalities of the YPP:

- Programme designed for highly motivated young people with excellent potential to growth.
- Special training and coaching programme during the first year of assignment.
- After successful completion of the Programme, the young professionals are placed in a regular position.

Requirements:

- Nationals of non- or under- represented Member States.
- University degree relevant to UNESCO's activities.
- Under 30 years old.
- Excellent learning & growth potential.
- Good analytical and writing skills.
- Good multicultural skills.
- Excellent knowledge of either French or English.

Selection Process:

- Assessment by UNESCO of the applications received.
- Candidates are evaluated by a panel of specialists from the Organization.
- 10 candidates are generally appointed each year.

3. Temporary Assistance: Roster of Consultants

Purpose: to support effective programme implementation by providing an external expertise for short/temporary period such as:

- Educational planning
- Water resources
- Cultural industries
- Gender issues
- Information networks

How to apply

1. Full-time Opportunities

- Vacancies are advertised on UNESCO's homepage:
<http://www.unesco.org/employment>.

2. Young Professionals Program (YPP)

- Interested candidates must apply through the National Commission for UNESCO in the country of which they are nationals. You will find on your National Commission Website provide s relevant information on the Programme.
- US website: <http://www.state.gov/p/io/unesco/>
- No fellowships for 2010 – check back in Fall 2011 regarding opportunities for 2011.

3. Temporary Assistance: Roster of Consultants

- Generic profiles advertised on-line.
- Individuals may apply on-line on the UNESCO website: www.unesco.org/roster

4. Internships

- Internship program is decentralized. Students can register through a central roster (found via the main employment page) and must choose a specialization and provide a CV. If a sector needs extra help, someone from that division will contact candidates directly.
- For US citizens, Fulbright usually has a program to fund 5-10 students a year

- The following sections tend to use a lot of interns: World Heritage, Social and Human Science, Communications, Education (Education for All), and the Division on International Relations (dealing with members, commissions and central UN)

Other Information to Note

- Vacancies are first posted for one month internally. If an internal candidate is not found, then the vacancy is posted to the general public for 2 months.
- When applying on-line, there is an initial pre-screening questionnaire applicants must complete. The questionnaire consists of 6-7 questions regarding an applicant's education, language ability and specialized experience.

U.S. Commercial Service - France
U.S. Department of Commerce, International Trade Administration
www.buyusa.gov/france

Address 2, avenue Gabriel
75382 Paris Cedex 08, France

Contact Daniel Harris **Title** Minister Counselor of Commercial Affairs
Phone # + 33 (1) 43 12 70 83 **Email** Daniel.Harris@mail.doc.gov

Contact Valerie Ferriere **Title** Tourism Specialist
Phone # + 33 (1) 43 12 70 83 **Email** Valerie.Ferriere@mail.doc.gov
Fax # + 33 (1) 43 12 70 50

Contact Olivier H. Collette **Title** Director - Services, Consumer Goods, Tourism
Phone # + 33 (1) 43 12 21 97 **Email** Olivier.Collette@mail.doc.gov
Fax # + 33 (1) 43 12 21 72

Organizational Overview: (mission)

The U.S. Commercial Service is the trade promotion unit of the International Trade Administration. We promote economic prosperity, enhance job creation, and strengthen national security through a global network of the best international trade professionals in the world. We promote and protect U.S. commercial interests abroad and deliver customized solutions to ensure that U.S. businesses compete and win in the global marketplace. Our work pursues two key objectives:

- 1) To assist American companies to enter and profit in the French market through direct sales, licensing agreements, joint ventures or direct investment; and
- 2) To assist French firms in their efforts to profit from alliances with American companies by representing American manufactures, utilizing American products, or through joint venture arrangements in France. To support these objectives, the office analyzes information on the French market, facilitates contacts with French businesses, promotes US products in the French marketplace, and advocates US business interests.

Internships

The United States Commercial Service is currently recruiting interns to work with their international trade promotion staff in the office in Paris. Approximately 10 interns are accepted at a time and internships are possible year round. The office is particularly in need of interns during the Spring semester to help with a large trade mission that usually takes

place in April. Applications are accepted on a rolling basis and must be submitted at least 3 months in advance of preferred start date.

Trade Assistant Internship Position Description

1. Description of General Intern Duties:

Market Briefs: The intern prepares written market research briefs (Industry Sector Analysis (ISA), International Market Insights (IMI), etc.) on one or several French industry sub-sector(s).

International Partner Search (IPS) & Gold Key Matching Service (GKS): goal is to identify French agents/distributors/importers interested in representing the U.S. firm's product or service on the French market.

Trade Missions, U.S. Pavilions at Trade Shows, and Other Events: Interns assist in the preparation of various events. They participate in U.S. pavilions at established trade shows, U.S. trade missions, seminars and other trade events aimed at promoting U.S. products and services in the French market.

Flexible Market Research FMR: Upon request from American companies, The U.S. Commercial Service can provide customized market information to determine the marketability of a U.S. product or service.

Student interns also assist the U.S. Commercial Service with everyday activities of the department, such as answering inquiries from French firms, preparing mailings, inputting data in the Client Management System (CMS) and Buy USA e-commerce portal, as well as assisting with general administrative/clerical duties.

2. Other duties

The intern will work on specific projects under the direct supervision of an American Officer or a Foreign Service National Trade Specialist. The position is non-sensitive. The intern will work only on projects that do not require the handling of sensitive or classified materials. The internship is not subject to remuneration.

Hiring Information: Essential Requirements

In order to be eligible for the internship program, the potential candidate must be:

1. 18 years of age or older.
2. Available for at least 3 months.
3. An American university student enrolled in the U.S.A. or France, or a French or third country national enrolled in university in France.
4. Speak French and English.

If you are selected to be an intern, a security clearance will be required. The internship is non-paid. Housing is not provided for interns. Security clearances for US citizens generally take 2-4 months and for French citizens 1-2 months.

How to apply

- Internships in France for French Students
<http://www.buyusa.gov/france/fr/116.html>
- Application documents for American Students can be found at:
<http://www.buyusa.gov/france/en/149.html>
- Please send application documents at least 3 months before start date to:

U.S. Embassy
Commercial Service
2, avenue Gabriel
75008 Paris - FRANCE