

**POSITION:** ASP Intern – Coalition for the ICC Secretariat (2 spots)

**LOCATION:** Remote

**PERIOD:** From 7 to 18 December 2020

**DEADLINE FOR APPLICATIONS:** 15 November 2020

The **World Federalist Movement / Institute for Global Policy (WFM/IGP)** is recruiting for an Intern for its **Coalition for the International Criminal Court (CICC)** Program.

The Coalition is a network of 2,500 civil society organizations in 150 different countries working in partnership to strengthen international cooperation with the ICC; ensure that the Court is fair, effective and independent; make justice both visible and universal; and advance stronger national laws that deliver justice to victims of serious crimes under international law. The ICC is the only permanent International Court with the mandate to bring to justice individuals who commit the most serious violations of international humanitarian law, namely genocide, crimes against humanity and war crimes.

#### **THE INTERNSHIP**

The internship will provide the successful candidate with on-the-job training in a global non-profit, non-governmental organization. The successful candidate will be given the opportunity to:

- Gain valuable experience in the non-profit sector
- Gain skills and participate in advocacy strategizing, and project development and implementation
- Gain skills in effective team working and how to ensure effective team meetings
- Gain strategic treaty body and governmental advocacy experience with particular emphasis on the ICC
- Build and expand his/her professional network
- Work in a young, multicultural, and dynamic work environment
- Improve managerial, organizational, and problem-solving skills.

The Intern will assist the Program Associate, along with other staff as relevant, with a variety of tasks, including:

- Assisting in the execution of the administrative and substantive tasks related to the organization of the [19<sup>th</sup> Session of the Assembly of States Parties](#) (communication with participants, support for preparation);
- Internal/external meeting preparation and event planning, including arranging conference calls, coordinating logistics, preparing materials, etc.;
- Providing support to the Program Associate with writing, editing, and translations.
- Updating and maintaining CICC contact (membership and government) databases;
- Responding to information requests, including requests received through general CICC email address;
- Attending, reporting, and assisting with meetings and events related to the CICC's work.
- Assisting with other tasks as needed.

## QUALIFICATIONS AND EXPERIENCE

- Graduate student with or undergraduate student working towards a degree in International Relations, Political Science, Human Rights, Law, administration, management or related field;
- Fluency in English required; fluency in French or Spanish would be a strong asset;
- Organizational and administrative skills; experience in event planning would be an asset;
- Effective team player with the ability to work in a multicultural environment;
- **Available on a full-time basis between 8 and 18 December 2020.**

## REMUNERATION

WFM/IGP provides a one-off expense allowance of €100. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants, and personal resources. We are unfortunately unable to sponsor individuals applying for internships to help them obtain visas.

## APPLICATION PROCEDURE

Please apply by 15 November by sending a cover letter and CV by email [tonella@coalitionfortheicc.org](mailto:tonella@coalitionfortheicc.org) with the subject header, “[Last name] – CICC ASP Intern”.

Short-listed candidates will be invited for a telephone/Skype interview. Due to the great number of applications, only short-listed candidates will be contacted.

NO phone inquiries please.

The WFM/IGP is an equal opportunity/affirmative action employer strongly committed to hiring and retaining diverse and internationally representative interns.

## ABOUT WFM/IGP

WFM/IGP works to advance the global promise of peace and is committed to building a safer and more just world. The organization includes a comprehensive set of programs that work to protect civilians from the threat of genocide, war crimes and crimes against humanity; facilitate transparency in governance; increase access to justice; and promote the application of the rule of law. WFM/IGP works in partnership with the United Nations and often serves as a hub of information and collective action on UN-related issues. In addition, we work with governments, and other international and regional institutions around the globe – as well as with thousands of committed individuals and world leaders – to advance a mission of peace, prosperity, and security for all.

For more information about WFM/IGP, please visit our website: [www.wfm-igp.org](http://www.wfm-igp.org).