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Department of International Relations and Cooperation (DIRCO) Internships 2024 Apply Now

Description

DIRCO offers dynamic internship opportunities for ambitious individuals aspiring to gain practical insights into international relations, diplomacy, and foreign policy. As an intern, you will work closely with seasoned professionals in various departments, contributing to meaningful projects, and experiencing firsthand the intricacies of global diplomacy.

Responsibilities

- Assist in research and analysis of international developments, treaties, and agreements.
- Provide support in preparing briefs, reports, and presentations on international issues.
- Aid in organizing and participating in meetings, conferences, and diplomatic events.
- Conduct data gathering and assist in policy development within specific areas of focus.
- Collaborate with teams on projects relating to diplomatic protocols, international law, and global governance.
- Engage in administrative tasks to support the daily operations of the department.
- Contribute innovative ideas and perspectives to ongoing initiatives.

Qualifications

- Pursuing or recently completed a Bachelor's or Master's degree in International Relations, Political Science, Law, Economics, or related fields.
- Strong interest in international affairs, diplomacy, and global cooperation.
- Excellent research, analytical, and critical thinking skills.
- Proficiency in written and verbal communication; fluency in English (additional languages are advantageous).
- Ability to work independently and as part of a team in a multicultural environment.
- Demonstrated organizational and time management abilities.
- Proficient in Microsoft Office Suite and familiarity with research tools and databases.
- Previous internship or relevant experience is a plus.

Job Benefits

- Valuable hands-on experience in international relations and diplomacy.
- Exposure to a diverse and inclusive work environment.
- Mentorship and guidance from experienced professionals.
- Networking opportunities with stakeholders in the field of global affairs.
- Potential for growth and future career prospects within the organization or related fields.

Hiring organization

Department of International Relations and Cooperation

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

July 30, 2024

Valid through

04.01.2025

Contacts

1. Prepare Your Application Materials:

- Update your resume/CV to highlight your educational background, relevant skills, and any previous experience related to international relations, diplomacy, or similar fields.
- Draft a compelling cover letter expressing your interest in the internship, specifying your motivations, relevant qualifications, and how you envision contributing to DIRCO.

2. Compile Supporting Documents:

- Include academic transcripts or certificates, if available, showcasing your educational achievements.
- If applicable, provide any writing samples, research projects, or publications that demonstrate your capabilities in the field of international relations.

3. Submit Your Application:

- Email your application materials to the designated contact email address or submit them through the specified application portal, as indicated in the job description.
- Ensure that your subject line or application header clearly states: "Internship Application: [Your Full Name]".

4. Application Deadline and Details:

- Please adhere to the application deadline specified in the job posting. Late applications may not be considered.
- In your application, clearly indicate your preferred internship period and the department(s) within DIRCO that align with your interests.

5. Follow-Up:

- After submitting your application, you may receive an acknowledgment of receipt or further instructions for the selection process. Be attentive to any communication from DIRCO regarding your application status.

6. Contact Information:

- If you have any inquiries or require clarification regarding the application process, feel free to reach out to the provided contact information or visit the DIRCO official website for additional details.