

POSITION: Program Intern
LOCATION: The Hague, the Netherlands
STARTING DATE: Immediately
DEADLINE FOR APPLICATIONS: 15 January 2018

The **Coalition for the International Criminal Court** (CICC; www.coalitionfortheicc.org), a program of the World Federalist Movement-Institute for Global Policy (WFM-IGP), is recruiting a Program Intern for its international secretariat in The Hague, The Netherlands.

The Coalition includes 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 war crimes, crimes against humanity and genocide. The ICC is the only permanent 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 Program Intern will assist the Director of Programs/Head of Office and the Program Assistant, along with other staff as relevant, with a variety of administrative and logistical tasks related to office management and program administration.

Responsibilities will include:

- Administrative support to the Director of Programs, as well as to the NY-based Executive Director and Deputy Executive Director, including scheduling, filing, travel preparations, and other tasks as necessary;
- Internal/external meeting preparation and event planning, including arranging conference calls, preparing venues, coordinating logistics, preparing materials, etc.;
- Providing support with letter and 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 WFM-IGP programs.
- Other tasks as needed.

QUALIFICATIONS AND EXPERIENCE

- Advanced undergraduate or graduate student working towards a degree in administration, management, International Relations, Political Science, Human Rights, Law, or related field;
- Fluency in English required; fluency in other languages (French, Dutch, Spanish, or Arabic) would be an asset;

- Organizational and administrative skills; experience in event planning and in an office setting would be an asset;
- Effective team player with the ability to work in a multicultural environment;
- Available on a full-time basis for a minimum of three months.

REMUNERATION

Please note that this is an **unpaid** internship and the Coalition cannot cover associated transportation or accommodation costs. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants, and personal resources. The Coalition cannot sponsor individuals applying for internships to help them obtain visas.

APPLICATION PROCEDURE

Please apply by 15 January by sending a cover letter and CV by email to cicc-hague@coalitionfortheicc.org with the subject header, “[First and last name] - Hague Program Intern”.

Applications will be reviewed on a rolling basis; therefore it is advised to send in applications early. 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.

WFM-IGP is co-located in The Hague, the Netherlands and New York, USA and has ECOSOC consultative status with the United Nations. WFM-IGP currently oversees the following programs: the Coalition for the International Criminal Court (CICC), the International Coalition for the Responsibility to Protect, and the International Democratic Governance program, amongst others. For more information about WFM-IGP, please visit our website: www.wfm-igp.org.