



## **Paid Internships in the Legal Division of the Department of Foreign Affairs**

Applications are invited for internships in the Legal Division of the Department of Foreign Affairs. The internships will be for a maximum of 12 months and will commence in August/September 2021.

### **Role of Intern in Legal Division of the Department of Foreign Affairs**

The Legal Division of the Department of Foreign Affairs seeks to ensure an appropriate legal input in the formulation and implementation of Ireland's foreign policy and to contribute to effective Irish participation in international legal fora. Further details of the role of the Legal Division are available here: <https://whodoeswhat.gov.ie/division/foreign/LegalDivision/>. Further details of the work of the Department of Foreign Affairs are available on [www.dfa.ie](http://www.dfa.ie). An intern in the Legal Division will work under the supervision of a legal officer in the Division. An intern will be required to assist on a variety of tasks and projects relating to the work of the Legal Division, which will include undertaking legal research.

### **Applications**

- Applicants must be **graduates in law at the date of application** (at least at 2:1 level or equivalent experience or qualification).
- A very good knowledge of public international law is essential, which would usually be evidenced by post-graduate study in the field of public international law or a 2:1 grade or higher in a public international law course at undergraduate level.
- Applicants must have a good general knowledge of Irish law; knowledge of EU law and human rights law is also desirable.
- Ability to work in a team and good IT skills are essential.
- Knowledge of French or another European language would be an advantage.

Selection will be on the basis of a competitive interview. If a large number of applications are received, candidates will be short listed for interview on the basis of information supplied in their application. Referees of candidates short listed for interview may be contacted directly in advance of the interview. A panel will be established comprising candidates who, following the interview, are deemed suitable for the position, ranked in order of merit. The internship positions will be filled from this panel.

Application forms in relation to the internships may be obtained from the college or school which has received this notice or alternatively you may request a form from the following: [legalinterncompetition@dfa.ie](mailto:legalinterncompetition@dfa.ie)

Completed applications should be marked **Legal Division Intern Application** in the subject line and sent by **e-mail** to the following: [legalinterncompetition@dfa.ie](mailto:legalinterncompetition@dfa.ie) and should be received no later than 5 pm on **Thursday 29<sup>th</sup> of April 2021.**

**Applications received after the closing date for applications will not be considered.**

Applications should consist only of the completed application form. If any further documentation is required you will be requested to supply same in due course. **Please do NOT submit CVs.**



## **Remuneration**

The applicable pay rate is that of the first point on the scale of the Executive Officer standard scale.

## **Eligibility**

Candidates who have previously undertaken an internship of six months or more in the Department of Foreign Affairs or in an Irish Diplomatic Mission abroad are not eligible to compete. Successful applicants will also be ineligible for any future intern positions which may arise in other areas of the Department, including the Junior Professional Internship programme.

Candidates should note that citizens of non-European Economic Area (EEA) States are not eligible to compete. The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. **A candidate who is in doubt in this regard should consult with the Department of Enterprise, Trade and Employment.**

Appointments will be subject to satisfactory completion of Police vetting.

## **The Department of Foreign Affairs is an Equal Opportunities Employer.**

The selection process for appointments will be conducted in accordance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service. Complaints/requests for review will be considered in accordance with the procedures set out in the Code of Practice which can be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie).

## **General Data Protection Regulation (GDPR)**

The current legislation for Data Protection in Ireland is the Data Protection Acts 1988 - 2018 and the General Data Protection Regulations (EU 2016/679). The Data Controller for the collection and processing of your personal data in the Department of Foreign Affairs.

Your personal data will be processed for the purposes of your application and will not be further processed in a manner that is incompatible with those purposes. When you submit an application for a competition, we create a record in your name. Information submitted by you or obtained from third parties on your behalf is used in processing your application. Your data will be retained by the Department for as long as there is a business need to do so and in line with the Department's obligations under the National Archives Act 1986 (as amended). All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data.

For information on your data protection rights, please see the Department's [data privacy notice](#).

## **Canvassing**

It should be noted that any attempt, direct or indirect, by or on behalf of a candidate to influence the selection process will automatically disqualify the candidate.