



COALITION FOR THE INTERNATIONAL CRIMINAL COURT
REGIONAL OFFICE, BRUSSELS, BELGIUM

EUROPE PROGRAMME INTERNSHIP

STARTING DATE: 3 SEPTEMBER 2012

APPLICATION DEADLINE: 22 JULY 2012

About the Coalition for the International Criminal Court (CICC)

The CICC is a global network of NGOs advocating for a fair, effective and independent International Criminal Court (ICC). The Coalition is comprised of over 2,500 Non Governmental Organizations, collaborating with individual activists, governments, inter-governmental bodies, academics and other international law experts from around the world.

The multi-track approach of the Coalition involves:

- Promoting education and awareness of the ICC and the Rome Statute at the national, regional and global level;
- Monitoring and supporting the work of the Assembly of States Parties of the ICC and facilitating NGO involvement in the process;
- Promoting the universal acceptance and ratification of the Rome Statute;
- Promoting the adoption of comprehensive implementation legislation;
- Expanding and strengthening the Coalition's global network.

This internship is with the **Europe Regional Office** of the Coalition for the International Criminal Court (CICC) situated in **Brussels, Belgium**. The intern will assist with the Coalition's campaign in the region. The dynamic environment made possible by a global campaign involving thousands of large and small NGOs, governments, EU institutions, academics and international organisations provides for diverse educational and professional learning opportunities.

The best way to learn more about the CICC's work is to visit our website at:

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

Responsibilities may include:

- Support the CICC's regional efforts, including efforts to increase ratification and implementation of the Rome Statute of the ICC in collaboration with civil society, governments, and the media in Europe.
- Monitor developments related to the ICC and international justice in the region by, *inter alia*, contacting NGOs; government officials, academics, parliamentarians and media in the region;
- Monitor and attend upcoming events on international justice, the ICC, and regional or country-specific issues;
- Perform research as required;
- Monitor and research human rights situations in the region;
- Assist with communications to CICC members in the region and with leading international human rights organisations and regional organisations such as the European Union (EU);
- Conduct membership outreach, including updating the membership database;
- Provide support with letter writing and translation;
- Undertake special projects and assignments as required.
- For Russian-speaking interns only: assist with Russian language project: a) Translation of key documents; b) Letter writing; c) Contact people in Russian speaking countries.

Please note that this internship includes administrative work. However, supervisors will make a concerted effort to see that there is a balance of programmatic and research-related work

SKILLS AND QUALIFICATIONS

- Advanced undergraduate or graduate student working towards a degree in Law, International Relations, History, Political Science, Area Studies or related fields;
- The intern **MUST** have excellent written and spoken English. Native or advanced language ability in French or Russian is desirable;
- Excellent research and writing skills;
- Knowledge of the ICC, the EU, and/or human rights issues in the region;
- Proficiency using Microsoft Office software;
- Ability to work independently and within the constraints of tight deadlines;
- Interest in the CICC's mission.

DURATION OF INTERSHIPS

Internships are full-time and typically last between 3-6 months. Interns are expected to be in the office between 9:30 am and 6 pm, unless other arrangements have been made.

VISA AND RESIDENCE PERMITS

The CICC values the global diversity of its members and staff, and is interested in candidates from diverse backgrounds. Internship applicants should be aware that non E.U. citizens will have to make their own arrangements in order to be able to work in Belgium.

STIPENDS

Unfortunately, internships at the CICC are unpaid. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and other resources.

APPLICATION PROCEDURE

Review the above information carefully.

Send a C.V. and a cover letter expressing your interest in the position and noting the time period for which you will be available for an internship with the CICC, as well as **a list of references**, to Virginie Amato, Europe Programme Officer at amato@coalitionfortheicc.org

SELECTION

Applications are reviewed on a rolling basis and short-listed candidates are invited for interviews. Applicants not currently in Brussels will be interviewed by phone. Additional information, such as writing samples, may be requested at this time. Successful candidates will be notified shortly after the interview.

NOTIFICATION

Due to the large volume of applications we receive, we are only able to notify candidates who have been selected for interviews.

LETTERS OF REFERENCE

Past interns are welcome to request a letter of reference from the CICC (for job applications, graduate and professional schools, fellowship or other applications) providing the following criteria have been met:

1. The internship was successfully completed.
2. The intern completed an evaluation form at the end of the internship. It is the intern's responsibility to ensure this is completed before or shortly after the end of the internship.