

PROGRAMME INTERNSHIP
Coalition for the International Criminal Court
The Hague Secretariat

Starting date: 29 August 2016

Deadline for application: 1 August 2016

About the CICC

The Coalition for the International Criminal Court (CICC) is a network of more than 2,500 civil society organizations in 150 different countries working in partnership to strengthen international cooperation with the International Criminal Court (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. For further information about the Coalition, visit our website at: www.coalitionfortheicc.org.

The internship is with **The Hague Secretariat** of the Coalition for the International Criminal Court (CICC) in The Netherlands.

The Internship

The Programme Intern will assist the Director of Programs and the Programme Assistant, along with other staff as relevant, with a variety of administrative and substantive tasks related to various advocacy campaigns of the Coalition.

In this specific time of the year, the organization coordinates the activities of NGOs during the annual session of the Assembly of States Parties (ASP), which will take place from 16 until 24 November 2016 in The Hague. The ASP takes vital decisions on the functioning of the ICC. With hundreds of representatives, NGOs make up the largest delegation at the ASP. The Programme Intern will assist with the preparations of the upcoming session of the ASP.

This internship provides the opportunity to work in an enthusiastic, small and young international team, part of a large international secretariat and a global network and learn more on the Coalition's work.

Responsibilities may include:

- Providing support with preparing documents, letter writing and editing, and translations;
- Conducting membership outreach, including updating the membership database;
- Assisting with communication to the Coalition's members and partners;
- Assisting with the organization of events and meetings with civil society, court officials and the diplomatic community;
- Updating and maintaining the contacts database;
- Monitoring developments related to the ICC and international justice in the region;

- Monitoring and attending events on international justice, the ICC;
- Assisting with ASP preparations, such as ASP logistics, accreditation of NGO members, coordinating events surrounding the ASP, and taking notes and minutes of meetings.

Qualifications

- Fluency in English; fluency in other European languages, especially French and/or Dutch, is an asset;
- Advanced undergraduate or graduate student working towards a degree in Law, International Relations, History, Political Science or related field;
- Knowledge of and interest in the ICC and international law;
- Ability to work independently;
- Experience in event organizing and/or administrative tasks is an asset;
- Available on a full-time basis for a minimum of three months, preferably longer.

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

- Review the information above carefully.
- Please apply by sending 1) a CV and 2) a cover letter stating your interest in the internship and summarizing your candidacy.
- Send your applications documents by email to cicc-hague@coalitionfortheicc.org. On the subject line, please put “(Your First & Last Name) – Application for The Hague Programme Internship Fall 2016”.
- Within your email, state clearly your **available start date** for the internship.

Applications are reviewed **on a rolling basis**; therefore, it is advisable to send your application in as early as possible. Due to the great number of applications, only short-listed candidates will be contacted.

No phone inquiries please.

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