



IAI Directorate's Internship Programme

Description

This document provides information on the purpose of the Programme, eligibility requirements, terms and conditions, expenses and medical coverage and application.

Providing opportunities for college students from IAI member countries and from other regions to gain valuable experience from working at an inter-governmental organization.

Purpose

The objective of the internship programme is to provide a framework through which under-graduate, graduate and postgraduate students from diverse academic backgrounds may be assigned to the Inter-American Institute for Global Change Research (IAI) Directorate where their educational experience can be enhanced through practical work assignments. It allows selected candidates to gain insight into the work of the IAI and provides assistance and training in various relevant professional fields.

The IAI Directorate's internship programme is coordinated by the office of the Executive Director. At the end of an internship period, a written evaluation of the intern's performance is prepared by the staff member acting as his/her supervisor and a meeting is organized to provide the intern with constructive feedback.

Students from a range of disciplines are able to apply, and depending on qualifications, are selected for internships that relate either to the Directorate's core activities or to technical functions, including its scientific or capacity building units. Internships afford interns the opportunity to work in a multi-cultural international organization.

Eligibility requirements

- i. The applicant **MUST** be an under-graduate (BA/BSc.) or in a graduate (Masters) or post-graduate (PhD) programme, and must continue to be enrolled during the period of the internship and after. Applicants should therefore be enrolled in a recognized university course of study in fields related to the work of the IAI Directorate (including Climate change, socio-economic global changes, biological sciences, computer and networking sciences or multi-lateral environmental agreements) at the time of application and during the internship.
- ii. Applicants should be able to work in English; knowledge of any other working IAI language (Spanish or Portuguese) is an advantage.

Applicants pursuing their studies in countries where higher education is not divided into undergraduate and postgraduate stages should have completed at least four years of study equivalent to an undergraduate degree and be a student at the time of application and during the internship.

Terms and conditions

- a. Internship is on a full-time basis spending 40 hours a week for a period of SIX MONTHS. Half-time internships might also be considered on a case-by-case basis.
- b. Upon selection for an internship placement, an 'Internship Agreement' is forwarded to the confirmed candidate for signature and returned together

with proof of medical insurance coverage for the entire duration of the internship. This must be done prior to the agreed starting date. Student's academic adviser should be in agreement with the participation of the student in the IAI internship program and should also co-sign the agreement.

- c. There is no promise of employment either during or upon completion of an internship with the IAI Directorate.
- d. An intern with the IAI Directorate is not a staff member of the IAI Directorate, therefore, the privileges and immunities agreed between the IAI Directorate and the host Government do not apply to interns.
- e. An intern undertakes to conduct himself/herself at all times in a manner compatible with his/her responsibilities as an intern of the IAI Directorate.
- f. An intern may not communicate at any time to the media or any other external source any information which has become known to him/her by reason of association with the IAI Directorate that he/she knows or ought to have known has not been made public. He/she may not use any such information without the written authorization of the IAI Directorate and such information may never be used for personal gain. These obligations also apply after the end of the internship period.

Expenses and medical coverage

An intern is not financially remunerated by the IAI Directorate. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or his/her sponsoring institution.

The IAI Directorate accepts no responsibility for medical insurance for the intern or for any costs arising from accidents and/or illness during the internship period. An applicant is required to provide evidence of adequate medical insurance coverage.

The IAI Directorate is not responsible for any claims by an intern or third party in the case of loss or damage to property, or death or personal injury as a result of actions or omissions on the part of the intern during the internship period.

Application

Applications from prospective interns may be forwarded by e-mail or normal mail directly, or through a sponsoring institution to:

IAI Directorate Internship Programme
Montevideo, Uruguay

E-mail address: iai@dir.iai.int Applications should include the following:

- A recent detailed Curriculum Vitæ;

- Letter of endorsement from his/her educational institution, attesting to the fact that he/she is currently a registered student and will continue to be enrolled for the envisaged period of the internship. A letter from any one of the following personnel is suggested:
 - Dean of Students or Dean of Faculty
 - Registrar
 - Placement Office
- An explanatory paper of up to two pages indicating the reason for requesting an internship and intended goals to be achieved if selected.

A recommendation letter from the student's direct supervisor stating the areas of academic interest of the student and how the internship may benefit his/her academic and professional development.

A health certificate to be completed and signed by the applicant's physician. The physician should not be related to the candidate. IAI reserves the right to ask for further information and determine if the candidate meets the internship program medical qualifications.

All documents and forms must be submitted in English or Spanish.