

Internship at the Arctic Council

INDIGENOUS PEOPLES' SECRETARIAT

An internship position is available at Arctic Council Indigenous Peoples' Secretariat (IPS). The internship is for four-six months fall 2015, with an opportunity for extension pending on the needs of the Secretariat. Interns work five days per week (35 hours) under the supervision of a staff member of the Secretariat. Application deadline is August 10, 2015.

The IPS is under relocation from Copenhagen, Denmark to Tromsø, Norway. However the time line is not yet set for the relocation to take place. Hence, the work place can be either Copenhagen or Tromsø depending on the relocation process.

Responsibilities

The intern will assist the work of the IPS in facilitating the six Arctic Council Permanent Participants in the work of the Arctic Council and provide Secretariat support functions.

In order to obtain experience in the areas of the work of the Secretariat, the following general responsibilities can be allocated:

- Become familiar with the work of the Arctic Council by reading documents produced by the Council
- Assisting in drafting and preparing official documents
- Document, legal and internet research to assist staff, including for the compilation of reports as needed
- Assist staff in organizing board meetings, workshops and other meetings (through note-taking, speaker's list, side events and travel arrangements)
- Translation of speeches, papers, letters and other documents into languages known/spoken by the candidate
- Attending and summarizing conferences and meetings concerning the issues dealt with by Arctic Council
- Provide administrative support to the Secretariat as required

The intern might also be assigned to a specific project according to the needs of the Secretariat and

depending on the individual's background. Some traveling can be expected.

Competencies

To qualify for an internship at the IPS, the following conditions must be met:

- Applicant must be enrolled in a graduate bachelor program
- Be computer literate in standard software applications
- Fluency in spoken and written English is a requirement. Knowledge in any other Arctic indigenous languages and/or Russian language will be emphasized
- Knowledge in and experience of Arctic indigenous peoples and cultures will be emphasized

Special note

A complete application (Cover Note and Personal History Profile) is required. The Cover Note must not exceed two pages and should include:

- Graduate Degree Program (What are you currently studying?)
- Graduation Date (When will you be graduating from the program?)
- List of IT skills and programs that you are proficient in
- List your top three areas of interests
- Explain why you are the best candidate for this specific internship
- Explain your interests in the IPS Internship

Incomplete applications will not be reviewed. Only successful candidates will be contacted.

Terms

The intern will sign a temporary contract of four to six months with the IPS, with a probation period of two (2) months. The salary will be approximately DKK 19 000 per month. The IPS will cover travel expenses, but not for accommodation.

Application can be sent to the Executive Secretary

Elle Merete Omma

ellemerete.omma@arcticpeoples.org