

Internship in the Conventions Unit

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The Conventions Unit works with international anti-corruption conventions and other instruments which form the international legal framework for combating corruption, particularly the UN Convention against Corruption (UNCAC) and the OECD Anti-Bribery Convention. It is also the secretariat for the UNCAC Coalition (www.uncaccoalition.org).

Main function:	Assisting the Conventions Unit in work relating to international anti-corruption instruments, especially the OECD Anti-Bribery Convention and the UN Convention against Corruption.
Starting date:	As soon as possible
Duration:	3-6 months (preferably 6 months), depending on type of internship pursued (see below)
Department:	Conventions Unit
Remuneration:	EUR 450 per month
Location:	Berlin, Germany

Key tasks:

- Provide assistance in the organisation of events, including events related to the OECD Convention and UNCAC (workshops, meetings, training, etc.)
- Legal research related to the phenomenon of grand corruption
- Correspondence with anti-corruption experts to support legal research
- Outreach work, including drafting letters, summaries, and proposals
- Provide assistance in preparation of fundraising proposals
- Communications work, including updating web pages, writing/editing blogs and managing social media pages
- Providing general administrative assistance in day-to-day operations

Knowledge, experience, and skills:

- Enrolled student in law; strong interest in criminal law and tort law is preferred
- Excellent English language skills essential (working language at TI Secretariat)
- Experience in online communications (particularly social media and website management), budget preparation and/or event organisation highly desirable
- Some prior office experience desired
- Good knowledge of MS Office applications
- Some knowledge of and considerable interest in the work of TI and the field of anti-corruption required

How to apply

To apply for this internship please send a maximum one page cover letter and a maximum two page CV (in one pdf file), preferably by email, to

ConventionsInternship@transparency.org

The closing date for applications is 17 February 2016.

Candidates must be enrolled at a university during the entire period of the internship. The maximum duration of the internship possible would depend on whether the internship pursued would be a mandatory internship, i.e. a requirement for graduation, or a non-mandatory internship, i.e. pursued voluntarily during an academic programme.

Kindly note that a valid work permit for Germany is required and that interns must take out their own health insurance before starting the internship. Persons already registered as residents in Germany must submit a new Tax Identification Number. Proof of enrolment must be provided irrespective of the type of internship pursued (mandatory or non-mandatory internship).

We thank all applicants for their interest in this internship. Please note that only short-listed candidates will be contacted and that due to the very high volume of applications received it is unfortunately not possible to provide individualized feedback.

To learn more about Transparency International visit our website at www.transparency.org.