



Government of Canada
Embassy of Canada

Gouvernement du Canada
Ambassade du Canada



EMBASSY OF CANADA – PRAGUE COMPETITION POSTER

SECTION:	Foreign and Public Diplomacy Service
POSITION TITLE:	Student Internship
LOCATION:	Embassy of Canada, Prague
POSITION NUMBER:	N/A
INTERN:	15 – 20 hours per week, 80 CZK/hour
COMPETITION NO:	2015/5 Intern
DATE POSTED:	November 2, 2015
CLOSING DATE:	November 23, 2015

OPEN TO:

Open to university students in the Czech Republic or recent graduates (3 years).

The Embassy of Canada to the Czech Republic does not sponsor work permit applications on behalf of candidates.

TENURE:

February to April, 2016

**SUMMARY OF
DUTIES:**

- Preparing and implementing the Embassy of Canada Roma advocacy plan
- Support to management of Embassy contact databases
- Performing other tasks and duties

**LANGUAGE
REQUIREMENT:**

- English – intermediate level in both written and spoken required
- Czech – advanced level in both written and spoken required
- French – working level would be an asset
- Roma – working level would be an asset

**CONDITION OF
EMPLOYMENT:**

(MANDATORY) Eligibility for a Government of Canada Reliability Status, based on clear criminal check and personal history check (before an internship offer is made, confirmation of the appropriate security clearance and background verification is required.)

ESSENTIAL REQUIREMENTS:

Candidates must demonstrate clearly in their covering letter and resume how they meet the Education and Experience requirements listed below.

EDUCATION:

- currently enrolled and study in the Czech Republic or recently graduated university program (3 years).

EXPERIENCE AND KNOWLEDGE:

- Knowledge of Roma issues;

RATED REQUIREMENTS

Candidates who meet the Education and Experience requirements will be assessed on the following qualifications and competencies. The assessment may be a written test, an interview, an in-basket exercise, a skills test, or any combination of these methods.

KNOWLEDGE:

- Knowledge of Czech Politics and Current Affairs;
- Experience working on Roma issues in the Czech Republic;
- Knowledge of Canada.

ABILITIES:

- Ability to communicate at an intermediate level in English;
- Ability to work in a team-based environment;
- Ability to work independently on projects;
- Ability to adapt to change and demonstrate flexibility.

PERSONAL SUITABILITY:

- Effective interactive communications;
- Focus on quality and details;
- Client focus.

SELECTION PROCESS

The initial screening process will consist of a review of all applications to ensure that applicants meet the essential requirements. Open Society Fund Prague will be consulted by the Embassy during the initial screening process.

PLEASE NOTE:

FAILURE TO MEET ANY OF THE ESSENTIAL REQUIREMENTS ELIMINATES CANDIDATES FROM FURTHER CONSIDERATION IN THE COMPETITION.

Only those applicants who clearly demonstrate that they meet these requirements will be contacted by the Management Section for an interview or other form of assessment of the rated requirements.

The assessment can include an interview, a written test and other tests that will consist of a series of questions designed to evaluate each applicant's knowledge, abilities and personal suitability for the internship.

An eligibility list of qualified candidates will be established for this internship. All candidates must prove that they have pre-existing legal status to live and work in the Czech Republic at the time of application. Before an internship offer is made, confirmation of the appropriate security clearance and background verification is required. The Embassy is committed to conducting inclusive, barrier-free selection processes. A representative of Open Society Fund Prague will be represented in the selection committee.

How To Apply

To apply, candidates should send a résumé (CV) in English and Czech and cover (motivation) letter in English and Czech that clearly demonstrate how the applicant meets the qualifications criteria and explains their motivations to apply for this internship.

Applications should be emailed to: prguehr@international.gc.ca by 14:00 hours (2:00 pm) November 23, 2015.

Please note that only those candidates who pass the initial screening will be contacted.

In case of enquiries, please contact the Embassy of Canada at prguehr@international.gc.ca.

HOURS OF WORK:

The intern will be asked to work 15 – 20 hours per week depending on his/her availability and within the normal hours of work for the Embassy (Monday to Friday, 9 – 17).