



OPANAL
Agency for the Prohibition of Nuclear Weapons in Latin America and the
Caribbean

Secretariat

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**Internship Programme earmarked for the OPANAL Member States which are also
members of the Caribbean Community – CARICOM**

The Programme

Internship Programme earmarked for the OPANAL Member States which are also members of the Caribbean Community – CARICOM, is part of OPANAL’s activities in the field of nuclear disarmament and non-proliferation education as prescribed by the United Nations. The Programme has the purpose of encouraging the participation at OPANAL of the Caribbean Member States, which are also members of CARICOM. Moreover, the Programme provides young diplomats, early career experts, graduate and postgraduate students of international relations, international law and political science from the Caribbean with “on-the-job” training opportunities.

From 2016 to 2022, this Internship Programme was sponsored by the Government of the Kingdom of the Netherlands. Thanks to the generous financial support provided by the Government of the Kingdom of the Netherlands, the Secretariat welcomed twelve young people from Barbados, Belize (3), Dominica, Guyana (2), Haiti (2), Jamaica and Saint Lucia (2) as part of the Internship Program earmarked for Caribbean Member States.

On January 26, 2022, the Embassy of the Netherlands in Mexico informed the Secretariat that starting from 2023 its Government will not be able to sponsor the Internship Program for CARICOM Member States anymore. Therefore, starting from the second half of 2023, the costs related to the Internship Programme will be covered by the OPANAL Secretariat.

The Internship

The purpose of an internship at OPANAL Secretariat is to provide on-the-job training

opportunities in the fields of international relations, international law, political sciences, translation and IT/Software. Interns will receive guidance and support from the Secretariat Officers regarding the duties to be performed, which include but are not limited to:

- Assisting in meeting preparations;
- Assisting in the elaboration of reports, conducting of research;
- Assisting in the translation of documents (knowledge of two of the four OPANAL official languages is a big asset);
- Assisting in the organization of documentation and the institutional archive;
- Assisting with background investigation of documents prepared by the Secretariat;
- Other duties as requested by the Secretary-General

The duration of the Internship Programme is 3 months, starting on 1 September 2023 and finishing on 30 November 2023. The interns are expected to adhere to the following timetable:

Monday through Thursday – from 09.00 AM to 05.00 PM.

Friday – from 09.00 AM to 02.00 PM.

Although interns will not be regarded as officers of the Agency, they will report to the Secretary-General. Additionally, interns shall not be entitled to the privileges and immunities by the Host State (Mexico). Finally, interns are required to keep confidential any and all unpublished information acquired during their internships and may not publish any reports or papers on the basis of information obtained, unless authorized to do so by OPANAL.

The selected candidates will receive a **round-trip airfare** to Mexico City, and a **monthly allowance of USD \$1,000.00** for accommodation and living expenses. The Secretariat does not provide accommodation to the interns. Interns are responsible for finding and securing their own lodging in Mexico City.

OPANAL does not provide any insurance coverage, medical or otherwise. An insurance certificate is required. Interns are entirely responsible for any insurance coverage that they may need. OPANAL reiterates that it is not responsible for any costs generated by COVID-19 or any other health incident.

Gender and Nationality Diversity

The OPANAL Secretariat is committed to creating a diverse, multicultural and inclusive environment of mutual respect. The interns' selection process will be carried out regardless of race, religion, color, sex, gender identity, sexual orientation, age, nationality, etc, on the basis of qualifications, competence, integrity and organizational need, with the gender-balanced approach.

Moreover, the OPANAL General Conference at its XXVII Special Session, held on 17 November 2022, adopted the Resolution CG/E/Res.13/2022 "Gender, non-proliferation, and disarmament" which resolves: "To urge the Secretariat, together with the Council, to mainstream a gender perspective and to support and strengthen the effective participation of women in the Agency, its organs and programmes." In this regard, with the aim to strengthen the effective participation of women in the Agency, its organs and programs, **applications from women candidates interested in the internship program are highly encouraged.**

Application Process

To apply, please submit the following documents in one email to info@opanal.org:

- 1) Curriculum Vitae (2 pages maximum)
- 2) Statement of purpose (1-page maximum)
- 3) Certified copies of university studies transcripts (including courses taken and grades received).
- 4) A letter of endorsement from the candidate's academic institution or Ministry of Foreign Affairs
- 5) Proof of enrolment in a health insurance plan.

All documents must be addressed to the Secretary-General of the OPANAL, Ambassador Flavio Roberto Bonzanini.