



URG-NYC Internship Vacancy

URG

The URG is a policy think tank focused on the international human rights system and its impact on the ground. The URG has its main office in Geneva, Switzerland, and also has a permanent office in New York. URG is the only think tank in the world focused uniquely on international human rights policy. URG-NYC is responsible for coordinating with URG Geneva and has a program of work specific to human rights policymaking at the UN Secretariat and other NYC based-institutions. For more information, see universal-rights.org/nyc/.

Internship

The URG Internship aims to give the successful applicant the opportunity to conduct substantive research on international human rights issues, to become more familiar with the current debates in the field of human rights and the intricacies of the UN system, and to publish an article on the URG blog. The URG intern will also gain skills and experience in administrative support, event logistics, communications and UN tracking. The internship offers a unique opportunity to work at the cutting edge of international human rights knowledge, research, and counsel.

Responsibilities

The Intern will support the work of URG Analysts to implement the projects set down by the URG Board of Trustees in the organisation's two-year Global Strategic Plan. Those projects for NYC cover a range of institutional and thematic issues, including: facilitating human rights policy at the UN Secretariat (including an examination of human rights elements in UN reform processes), closing the information and policy gap between the Human Rights Council and UN Secretariat, and drafting research reports. In addition, URG New York will be responsible for developing analytical tools for States and stakeholders, that include monitoring UN processes such as the General Assembly Third Committee.

Daily responsibilities may vary depending on the project, but would usually include some or all of the following:

- Substantive research;
- Tracking UN Resolutions, committee sessions, and voting records;
- Assistance with event organization;



- Attending relevant UN meetings, preparing reports, updating and discussing outcomes;
- Help with the maintenance of URG's website;
- Assistance with communications, social media and website management
- Will have the opportunity to draft a blog post on a topic of interest relevant to URG's work, that will be posted on the URG-NYC website and will be publicized through URG social media accounts.

Qualifications and Competences

URG Internships aim to provide current masters students or recent graduates from degree level university courses (ideally at Masters level) with a first professional experience in the world of international human rights policy. Applicants must have recently completed their degree (i.e. within the last two years) or be in the process of completing their degree (i.e. have the possibility of undertaking an internship as part of their degree). The degree should be in a relevant discipline such as human rights, international relations, international politics, or international law.

Applicants should have strong research and drafting skills; a keen interest in and knowledge of universal human rights, including UN human rights institutions, mechanisms and policy; and good organisational abilities (e.g. for event management).

Duration

The Internship will be 4 days per week, from September 4, 2018 to December 21, 2018.

Conditions

The Intern will receive a monthly stipend of \$400.

Location

The Internship is based at URG NYC office, located in the Ralph Bunche Institute in the CUNY Research Center at 365 5th Avenue. There can be flexibility as to the exact hours and working location.

Application Process

Interested candidates are requested to submit their CV (including the contact details of two referees), with motivation letter, to newyork@universal-rights.org by August 17, 2018.