



British Embassy Guatemala City

Public Diplomacy Office
16 Calle 0-55 Zona 10
Edificio Torre Internacional Nivel 11
Guatemala, Guatemala

Tel: +502-2380-7300
Fax: +502-2380-7339
www.gov.uk/government/world/guatemala/news

INTERNSHIP PROGRAMME FOR UNIVERSITY STUDENTS

The British Embassy in Guatemala City is looking for students that want to help support British Government objectives in Guatemala, while also gaining job experience and connections.

PRINCIPLE:

Through the Internship Programme, students can work on projects in support of British Government activities across the board. The British Embassy’s objectives in Guatemala include supporting prosperity by helping the UK increase exports and attracting foreign investment; promoting and protecting human rights; supporting the justice sector; resolving and preventing conflict; and working with the next generation of young leaders.

The British Government believes that students play an important role in moving our objectives forward. Projects proposed cover a wide range of activities, from logistical support, to political analysis and events management and more. Students will gain invaluable experience working with diplomats and senior officials, which could make them stronger candidates for future internships or employment elsewhere.

PROJECTS:

The Internship Programme is focused on developing the following projects*:

| Summary | Specific skills |
|---|--|
| 1. Provide administrative support to the Embassy’s Political Team | Organize agendas, prepare outward trips, write summaries of meetings, help in organising events, social media, keeping database of contacts |
| 2. Provide specific assistance to the Ambassador/ cover for Personal Assistant to the Ambassador | Contact gathering for meetings, liaise with contacts at key Government institutions (Guatemala and Honduras), help with outward trips, planning |
| 3. Provide administrative and logistical support to the Board Members of the British Chamber of Commerce | Management of contacts, social media, website design, customer service, liaison with companies, management of resources |
| 4. Work with Political Team in the successful development of the UK’s presidency of the G-13 Group in Guatemala | Working with others, economic/political analysis, management of contacts, working under pressure, following instructions, help in event planning |

(*) Projects are indicative and do not exclude the possibility of working in other areas as needed.

REQUIREMENTS:

- Students in third year and onwards of International Relations, Political Studies, Economics, Business Administration
- Available to work during the morning
- Good computer skills
- Excellent English language skills (written/spoken)
- Good communications skills. Customer focus. Extremely organized.
- Willing to assume responsibilities
- Willing to adapt to any working environment
- Respectful of diversity (religion, gender, sexual orientation, etc.)
- Able to follow institutional procedures
- Ideally some cultural understanding of the UK
- Excellent academic grade scores

TERMS:

- Fixed term for a maximum of six months.
- Scheduled will be agreed with the student; maximum of 20 hours per week.
- An allowance of Q100 per day will be granted to contribute towards food and transportation expenses.
- Parking space can be provided.
- A recognition diploma will be granted after successful completion of internship.

APPLICATION PROCESS:

- If you fulfil the requirements and relevant criteria for this position, please send your CV with a short covering letter in English explaining why you think you would be an excellent candidate for this programme and how you would benefit from it to the following email address: eventos@fco.gov.uk.
- Applications should be sent in an electronic format with all attachments included not exceeding 1MB. The subject line should be: **Intern Programme: CV your name and last name.**
- A receipt will be automatically generated upon successful receipt of your application.
- Closing date for applications is 12:00 PM (local time, Guatemala City) Thursday 31st May. Applications received after this deadline will not be considered.
- Only those candidates who are short-listed will be contacted and called for interview.
- Successful candidates will be asked to present an authorization letter from their University to be able to join the programme before start date. A letter of agreement will be signed by the successful candidate and a representative from the British Embassy. Subject to security clearance.

This Intern Programme is an educational and learning opportunity. It is not intended to be an employment relationship between candidates and the British Embassy in Guatemala City.