



## Call for Internship

<b>Title:</b>	Internship – IFCACC, INTERPOL Financial Crime and Anti-Corruption Centre
<b>Reference of the internship:</b>	INT03957
<b>Directorate:</b>	INTERPOL Financial Crime and Anti-Corruption Centre (IFCACC)
<b>Duty station:</b>	INTERPOL General Secretariat, Lyon - France
<b>Duration:</b>	6 months
<b>Estimated starting date:</b>	01/09/2023
<b>Level of security clearance:</b>	Basic
<b>Deadline for applications:</b>	02 June 2023

INTERPOL's Internship Programme welcomes candidates from any of our 195 member states. The Programme attracts talented students or recent graduates to the Organization and provides them with:

- A better understanding of the Organization's goals and objectives and how international police cooperation is organized
- An insight into how an international organization operates
- A framework to enhance their educational experience through practical work assignments, thereby developing skills which are useful for their career and future employment
- Experience of working in a multicultural, multidisciplinary and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance

All the relevant information about our Internship Programme may be found on our [official web site](#). Applicants should familiarize themselves with the conditions prior to applying for this internship.

### PRIMARY DUTIES

Under guidance, the post holder will be tasked by the directorate coordinator and secretary to perform a variety of admin and coordination tasks such as:

- Assist in coordinating internal processes within the Directorate
- Assist in organization of meetings, events and workshops with external and internal participants.
- Assist in creating and editing presentation, reports and other documents in visually pleasing, clear and presentable formats
- Assist in providing day-to-day support to the work of the Directorate
- Perform any other necessary duties

## REQUIREMENTS

All candidates will be assessed on the under mentioned requirements

### Requirements

- Be a national of one of INTERPOL's 195 member countries.
- Have attained the legal age in the country of nationality.

### Training / Education required

- Be enrolled in, or have graduated from a post-secondary accredited academic institution/university within the past one year on the date of submission of their application in a relevant field.

### Languages

- Professional fluency in English is required.
- A good command of any other INTERPOL official language (Arabic, French or Spanish) would be an asset.

### Technical skills

- Working knowledge of Microsoft Office tools is required.
- Be a strong communicator with fluency in English (advanced writing and editing skills).

### Abilities required

- Ability to interact professionally with culturally and linguistically diverse staff.
- Excellent organizational and planning skills. Proven ability to set priorities, meet deadlines and multi-task.
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs.
- Ability to review data, identify and adjust discrepancies.
- Demonstrates ability to establish, build and maintain effective working relationships with staff.

## APPLICATION PROCESS AND ASSESSMENT METHOD

### 1. Application process

Only applications submitted in response to a specific internship vacancy will be considered. Due to the large number of applications received, we are unable to answer individual queries.

A completed online application is required and should include a cover letter including:

- Your motivation to join the INTERPOL internship programme
- Your interest in and your assets for this specific internship opportunity
- Your expectations for this internship

### 2. Assessment method

All applications will be assessed against the requirements indicated in this call for internship. Applicants who meet these requirements most closely will be contacted by the hiring manager directly for further consideration and assessment.

INTERPOL does not discriminate on any grounds and candidates will be treated under conditions of equality.

## SECURITY CLEARANCE

A confidentiality vetting inquiry will be carried out on behalf of the Organization prior to confirming any selection. By accepting this offer, you give the Organization expressed consent for completing this inquiry.

If selected, you will be required to produce a certificate of non-criminal records (including spent and unspent sentences pronounced by justice) from your country of nationality and from any other country in which you have resided for more than 12 months in the past five years. If you are considered at a further stage of the selection process (interview) we advise you to familiarize yourself with the procedure for requesting such documentation in the concerned countries so that, if accepted, your arrival to the Organization is not unnecessarily delayed.