



## **Australian Consulate General – New York Internship Programme**

The Australian Consulate General is offering two internship positions commencing on Monday 8th January 2018 and concluding on Friday 30th March 2018.

### **The Internship**

The Australian Consulate General in New York is one of seven posts representing Australia's interests in United States including in the Government, business, and cultural sectors. The work of the Australian Consulate General in New York is intense and diverse, requiring flexibility, analytical thinking and a firm understanding of the business and political environment. The environment is complex and demanding but the work is highly rewarding for the right people.

Interns will work under the guidance of the Consul General, and will be expected to contribute to the regular reporting undertaken by the Australian Consulate General in New York. They will primarily assist with;

- Business, Investments, and Economic Reporting
- Supporting the Consul General
- Ad-hoc research Work

The interns will also assist with events and high level functions associated with the Consulate's public diplomacy activities and representational events. Interns will be expected to represent the Australian Government in a formal capacity and in an international environment, therefore social and cultural maturities, as well as being a clear communicator, are essential qualities.

### **The Australian Consulate General in New York**

During the period of internship, the interns should expect to attend several formal and informal meetings each day both independently and with the consul-General. Interns should be prepared for a busy schedule and working days that will often extend beyond normal working hours.

### **Key Selection Criteria**

The Key Selection Criteria for the Australian Consulate General Internship programme are as follows:

- Relevant qualifications and/or experience – with preference given to those who have undertaken studies in the areas of business, politics, public policy, economics, or finance;
- Clear communication and strong interpersonal skills;
- Ability to operate effectively in a team, contributing positively to team operations and working relationships;
- Demonstrated problem solving and analytical skills;
- Proven ability to handle high pressure environments, demonstrating initiative and flexibility; and
- Desirable: Prior exposure to, or demonstrated knowledge of, the US business, financial and economic environment and/or understanding of the government and political structures in the US.

### **Our internship training**

The first week of the Australian Consulate General internship programme will include briefings and training on the operations of the Australian Consulate-General in New York. Interns will learn first-

hand the work of the Australian Government abroad including through economic diplomacy initiatives.

Over the course of the programme, interns will develop their skills in reporting on business, economic, and financial trends, establishing and maintaining key contacts in New York, and will develop an understanding of how Governments engage with business.

### **Conduct and Ethics**

The Australian Consulate General demands the highest standards of professional conduct from its employees. Ethical conduct by staff and interns contributes significantly to the efficiency and effectiveness of the workplace and to the standing of the Australian Consulate General in New York, Australia, and internationally.

In agreeing to participate in the Australian Consulate General Internship Programme and undertake duties as directed, interns are required to comply with the Department of Foreign Affairs and Trade's Locally Engaged Staff Code of Conduct, which takes account of the particular significance of the department's representational role outside of Australia. They should be ready to accept direction and guidance from Consulate officers.

### **Funding Assistance**

Interns receive a monthly stipend of USD \$1,400 to assist with living expenses in New York City. Please note that this is not a salary and it does not constitute an employee/employer relationship.

Interns are responsible for their own travel, accommodation and health insurance arrangements.

### **Obligatory requirements**

To be an eligible applicant, you must:

- Be either an Australian Citizen who holds an 'A' class visa or a United States citizen, or a United States lawful permanent resident ("greencard" holder). If you are an Australian Citizen you will need to apply to a United States Consulate General or Embassy for an 'A' visa, on the basis of an offer of internship from the Australian Consulate General – New York. The Australian Consulate – New York will provide information on applying for the 'A' visa after an offer of internship is made. The successful candidate is responsible for all costs, including travel and accommodation related to visa applications and commencement of employment. If your 'A' visa application is denied, by a United States consular officer, the offer of internship will be withdrawn.
- Be located or available to re-locate to New York for the complete duration of the internship;
- Be willing to undergo a mandatory police check to achieve a baseline security clearance.

### **How to apply**

To apply, please submit:

- A one-page covering letter indicating areas of interest including;
  - Business
  - Finance
  - Economics
- Responses to the **Key Selection Criteria** (detailed above) – limit each criterion to 150 words;
- A CV of no more than two pages; and

- Names and contact details of two referees (written references are not required).

Please note that responses over the word limits will not be considered.

**Applications for the 2017 Australian Consulate General Internship Programme will close at 5pm local time, Monday 11th December, 2017.**

Please send applications and any queries to: [Recruitment.NewYork@dfat.gov.au](mailto:Recruitment.NewYork@dfat.gov.au)