SWEDEN - INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE (INTERNATIONAL IDEA) - STRATEGIC PLANNING

Number of Placements: 1

Placement Site: Stockholm, Sweden

URL: www.idea.int

**Field/Subject Area:**

Open to all York students who meet the eligibility criteria

**Position Description:**

International IDEA’s activities in support of democracy are governed by its Strategy 2012-2017, which defines the objectives and priorities of its work for the next 6 years. An annual program is then developed each year to articulate activities that will ensure timely progress towards meeting the objectives expressed in the Strategy 2012-2017.

The core mandate of the Strategic Planning Unit, in which the intern will work, is to develop the annual program, monitor its implementation and report on the results achieved, in a spirit of collaboration and engagement with colleagues across International IDEA.

The internship period will coincide with the development of International IDEA’s program of activities for 2014 and the intern’s main responsibility will be to participate in that process. Specific duties will be determined depending on the exact dates of the internship, as well as the intern’s particular interests. Those provided below are examples.

**Tasks/Duties:**

* Compiling information on global trends related to democracy;
* Doing background research on the countries/regions where International IDEA is engaged;
* Doing background research on international best practices in democracy assistance;
* Preparing reports on the results of democracy assistance projects implemented in 2013;
* Reviewing, compiling and analyzing information on projects planned for 2014;
* Preparing internal communication products (such as PowerPoint presentations);
* Other tasks determined by the Corporate Planning Officer, the Head of the Strategic Planning Unit or the Secretary-General.

Expected work hours:

9am to 5pm (with half-hour lunch break), Monday to Friday. The intern will be entitled to one-and-a-half (1.5) day of leave per month of internship, to be taken on dates to be agreed with the supervisor.

**Qualifications/skills required:**

* At least two years of undergraduate studies completed, preferably with a major in International Relations, Public Policy or Business Administration;
* Strong English language skills (written and oral);
* Strong user-level computer literacy (Word, Excel, PowerPoint).
* Ability to compile, assess and structure information;
* Ability to write clearly and concisely;
* Ability to work both in a team and autonomously;
* Ability to respect deadlines;
* Ability to respect and value diversity in the workplace.
* Previous international experience (through work, studies or travel) would be an asset.
* No prior substantive knowledge is mandatory, but familiarity with the following issues would be an asset: Democracy and human rights, Electoral processes, political party systems, constitutional law, International development cooperation mechanisms/agencies, Gender issues, diversity policy and multiculturalism, Conflict and security issues

**Language requirements:**

Fluent English; French/Spanish/Arabic an asset

**Highlights of Organization/background information:**

The International Institute for Democracy and Electoral Assistance – International IDEA – is an intergovernmental organization with a mission to support sustainable democracy worldwide. It contributes to stronger democratic institutions and processes and more sustainable effective and legitimate democracy by developing, sharing and enabling the use of comparative knowledge resources; facilitating dialogue to support democratic change; and partnering in reform efforts at the country level. International IDEA works worldwide, with headquarters in Stockholm and offices on four continents.