

Internship Placement Job Description

York International kindly asks that you complete this form with as much detail as possible to ensure meaningful internship experience for York student interns and enable their positive contributions to your organization. Experience has shown that the more specific you can be with the details of what is expected, the greater the satisfaction of all parties.

Many thanks and please do not hesitate to ask any questions you may have.

The Global Internships Team

THE HOST ORGANIZATION

Name of Organisation: International IDEA

Organisation/project website: www.idea.int

Local Address: Strömsborg, SE-103 34, Stockholm, Sweden

Description of Organisation: The International Institute for Democracy and Electoral Assistance – International IDEA – is an intergovernmental organization that supports sustainable democracy worldwide. Its objective is to strengthen democratic institutions and processes. International IDEA acts as a catalyst for democracy building by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

International IDEA's notable areas of expertise are: electoral processes, political parties, constitution-building processes, democracy and gender and democracy assessments. International IDEA works worldwide. It is based in Stockholm, Sweden, and has offices in New York, Latin America, Africa and Asia.

The intern will be working with the electoral processes team of International IDEA's Global Programme in Stockholm, Sweden. The electoral processes team is responsible for International IDEA's commitments to the ACE Electoral Knowledge Network project. The aceproject.org is a dynamic online knowledge facility that provides comprehensive and authoritative information on electoral processes and promotes effective networking among reputable election professionals from across the world. The major aim of ACE is to provide election officials, electoral assistance providers and other stakeholders with all necessary information and best practices to increase the transparency and improve the credibility and efficiency of electoral processes.

The ACE team at International IDEA is part of a larger coordination unit with staff members based in other partner organisations. The ACE coordination unit reports to the ACE Steering Board with representatives from all partner organisations.

CONTACT AT THE HOST ORGANIZATION

Name of Contact Person: Khushbu Agrawal

Title: Programme Officer

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Name of Mentor/Supervisor (if different from above):

Title:

Phone:

E-mail:

JOB DESCRIPTION

Proposed Internship Site (location): Stockholm

Internship Position Title:

Brief Job Description (outlining role of intern in organization/project):

The intern will support the electoral processes team in their development and maintenance of the ACE Electoral Knowledge Network.

Please list specific tasks or projects the intern will be expected to complete during the internship:

- Assist the electoral processes team in the research/development
- Assist the electoral processes team in updating ACE comparative country data
- Assist in other initiatives as directed by the Supervisor.

In addition to the above mentioned tasks, there will be room for the intern to influence the work to suit her/his specific interests and areas of expertise. This includes but is not limited to research, writing, translations, development of outreach mechanisms and technical applications to contribute to the quality and accessibility of ACE.

Skill set – Please list the skills you expect interns to arrive with. This list can include hard skills (i.e. web design, Geographic Information Systems, participatory theatre) and soft skills (i.e. facilitation, team player, ability to work independently, language proficiency)

- Analytical, drafting and problem solving skills.
- Ability to appreciate diversity and work as part of a team in such an environment.
- Ability to assess, manage and structure information.
- Good interpersonal skills.
- Knowledge of Microsoft Office package (including Excel) and Internet.
- Language skills: Fluent written and oral **English** and **French** required.
- Arabic language skills would be an asset.
- Knowledge of information management systems would be an asset.

Please indicate if there are specific **York University programs** from which you like to recruit interns:

What knowledge should the intern have prior to arrival? Please identify historical, social, political, ideological issues (i.e. human rights, art history, popular theatre, etc.).

Expected hours of daily work: 9-5PM

Expected days of work: Monday to Friday

The internship will be for a period of 3 months between May and August. Please indicate if you have a preferred starting date for the intern during this period.

Would you be able to assist the intern(s) in finding accommodation? If yes, please provide details.

SELECTION PROCESS

York University conducts a competitive selection process. Please let us know how you would like to participate in this process.

- **Would you like to receive a copy of all applications received for the internship and/or send a shortlist of candidates?**

Yes

- **If yes, when would you need to receive the applications by?**

Very flexible

- **Would you like to participate in the interview process?**

No

- **Other comments:**

Thank you for your cooperation!