



Internationella Kvinnoförbundet
för Fred och Frihet
Womens International League
for Peace and Freedom

Praktikplats 10 veckor New York

Platsen: IKFF samarbetar med WILPF: s kontor i New York i ett praktikprogram med syftet att ge praktikanten en inblick i hur WILPF arbetar internationellt samt ge en närmre inblick i FN-systemet. Praktikplatsen är obetald och vi ser därför helst att praktiken är en del av din utbildning. Vi förväntar oss att du kommer att arbeta heltid i New York samt att du själv ansvarar för praktiska detaljer som boende etc.

Praktikperiod: 22 mars till 28 maj 2010 i New York

Uppgifter: Praktikplatsen handlar framför allt om förberedelser inför översynskonferensen av icke-spridningsavtalet NPT - 2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (NPT). Arbetet består både av planering inför översynskonferensen och sammanställning av material och rapporter under konferensen.

Sökande:

Vi förväntar oss att du som söker:

- Använder svenska och engelska obehindrat i tal och skrift.
- Har en pågående utbildning i freds- och konfliktkunskap, statsvetenskap eller liknande ämne.
- Har ett genuint intresse för samt erfarenhet av arbete med freds- och nedrustningsfrågor, speciellt ur ett genusperspektiv.

Vi ser gärna även att du är/har:

- Erfarenheter av att arbeta i/med ideella organisationer
- Är självgående och initiativrik

Vi prioriterar sökande som är medlemmar i IKFF och ser gärna att den sökande är engagerad i en lokal IKFF-krets i sin närhet om möjligt (för mer information om IKFF: s kretsar, se www.ikff.se).

Mer information: Vid frågor, kontakta emma.rosengren@ikff.se, 08-702 98 10.

Ansökan: Om du är intresserad av praktikplatsen är du välkommen att skicka din ansökan bestående av ett personligt brev på max 1 sida, CV samt två referenser till info@ikff.se. Obs! Skicka alla handlingar på engelska!

Sista ansökningsdag: 15 januari 2010

NPT INTERNSHIP: Work related to the forthcoming 2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (NPT) from 3-28 May 2010 at United Nations Headquarters in New York.

The United Nations Office of the Women's International League for Peace and Freedom (WILPF) in New York City currently has one unpaid, full-time internship position available for an individual who wish to assist us with our work on disarmament issues generally, and on nuclear disarmament more specifically.

Internships at WILPF's UNO in New York City enable successful applicants to learn about outreach & education, fundraising, non-profit management, and the relationship between women's rights, military spending & gender inequality in the context of the United Nations and International Non-Governmental Organizations.

WILPF sees the issues of gender inequality, violence, and socio-economic injustice as inter-related, so applicants whose education, training and skills enable them to analyze issues from this perspective are preferred. Candidates should be self-motivated, able to work independently, creative, flexible, and eager to take initiative. A positive attitude and fluency in oral and written English are essential; solid writing skills are also required. Additional language skills are a significant plus.

The internships are open to women and men of any age over 21 years; though preference is given to WILPF members. Interns reside in New York City, and are responsible for arranging their own housing.

Interns prepare articles, reports and other materials in their respective subject areas for publication by WILPF and help in the preparation of WILPF meetings and events. Interns attend NGO and UN meetings on behalf of WILPF. They all participate in the management of the office and the organisation. They actively take part of the community life of the office and are involved in the administrative tasks of the United Nations Office such as maintaining the websites and twitter accounts, communicating with members via mailing lists, proof-reading, preparing letters, and other office jobs.

NPT-related Duties

Reaching Critical Will, the disarmament project of the Women's International League for Peace and Freedom, is looking for one responsible, creative individual to help monitor the [UN Disarmament Commission](#) in April and help prepare for and participate in the [nuclear Non-Proliferation Treaty](#) Preparatory Committee, which will meet from 3-28 May.

Qualified interns will be assisting in production of Reaching Critical Will publications, representing Reaching Critical Will at civil society meetings,

monitoring inter-governmental meetings, and helping us maintain one of the largest and most relied-upon web-based resources of disarmament information available. Some administrative work will also be required, such as answering phones, sending faxes and emails, etc.

The 2010 NPT Review Conference is the most anticipated event of the year in nuclear disarmament and non-proliferation. Reaching Critical Will acts as NGO Coordinator for the Conference, which means interns will help the project director in facilitating accreditation for NGOs, finding rooms for event space, coordinating government briefings, and other related tasks. Interns will also help in monitoring the Conference itself and will write for the daily [NPT News in Review](#).

All interns' office duties

- share administrative and office duties with all other UNO interns in a cooperative manner, with an eye to improving efficiency and effectiveness;
- attend weekly UNO meetings and take turns writing meeting minutes;
- maintain running task list / constantly updated work plan;
- file, archive (office and computer);
- answer UNO phones & take turns checking answering machine voicemail;
- help maintain an orderly office environment by taking turns with errands and clean-up chores;
- lend a hand with website updates to Reaching Critical Will;
- update handover manual (guidelines relevant to field of responsibility & office management guidelines);
- assist each other with life outside the office.