

# Application procedures and conditions for Internships

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## **Application procedures**

Offers of internships are posted on the Centre's web site. Please check it regularly to find out about available opportunities.

We regret that unsolicited internship applications will not be taken into consideration.

Please follow the instructions given in the internship vacancy announcement and submit your application through the E-recruitment web page: <https://erecruitment.itcilo.org/>

If, for academic reasons, the university/sponsor requires a formal Internship Agreement with the Centre, please contact us at [internships@itcilo.org](mailto:internships@itcilo.org) before applying for the internship.

Please note that we do not confirm receipt of applications, inform unsuccessful applicants or offer feedback on individual applications.

If your application has been successful, the work unit will contact you directly and you will receive an offer of a formal internship agreement from the Human Resources Services (HRS) of the Centre.

## **Eligibility criteria**

- Interns shall be enrolled on a graduate or postgraduate course or have recently completed graduate or postgraduate studies (maximum 6 months earlier) in disciplines considered relevant to the Centre's work.
- Interns shall not be close relatives of serving or retired officials of the Centre.
- Interns shall be at least 20 years old and not more than 35 years old.
- Interns must be fluent in at least one of the official languages of the Centre (English, French, Italian and Spanish). Knowledge of other working languages of the Centre (Arabic, Chinese, Portuguese and Russian) is an asset.
- Interns from Workers' or Employers' Organizations and labour ministries shall be nominated by their respective organizations.

## **Main fields of expertise relevant to the Centre**

Fields of study include social and political sciences, psychology, economics, finance, information technology, accountancy, business administration, international relations, international law, industrial relations, labour and employment law, learning methodologies and technologies.

Internships may also be offered in the administrative services of the Centre including human resources, financial services, facilities management, IT services, and general administration.

You are advised to consult the Centre's website to familiarize yourself with the work of the various programmes and work units and identify the areas that interest you the most.

## **Duration**

Internships are a once-only opportunity. They are normally for a minimum period of eight weeks up to a maximum period of six months. Internships start on the 1<sup>st</sup> or 15<sup>th</sup> of each month (or the day after if it happens to be a non-working day).

## **Conditions for interns**

- Interns who are not financially supported by any institution (university, government, research institute or other) shall receive a stipend intended to assist in covering basic subsistence costs, with effect from 1 January 2014.
- The monthly amount of the stipend is fixed at € 450.00. No other payment of any kind shall be made to an intern by the Centre in connection with an internship agreement.
- The costs of travel, medical insurance and accommodation, as well as living expenses, are the responsibility of the intern or the sponsoring institution. Interns are responsible for making their own travel arrangements and for obtaining the necessary passport and visa or other documents for entering Italy. Interns are also responsible for arranging their own accommodation as well as for procuring and maintaining their own medical insurance coverage. Interns shall not be entitled to any compensation for travel arrangements to and from the work location.
- Interns are responsible for obtaining any necessary visas and resident permit. HRS can provide the intern with a supporting document to assist with a Schengen entry visa application. Once in Turin, HRS will advise interns on the procedures to obtain a resident permit for the duration of the internship.
- When applying for an internship position, candidates who are not living in Europe may request for financial support for their airfare to travel to Turin. This request should be included in their motivation letter. Before being taken into consideration, requests will be examined by HRS, on a case by case basis, to verify that the eligibility criteria are met.
- Upon request, provided rooms are available, the Centre may allow interns to use the Centre's accommodation during the first five days of their assignment. Such stays will be at their own expense.
- Interns are not considered officials of the Centre. Therefore they are not subject to the Centre's Staff Regulations, nor are they entitled to any privileges and immunities accorded by the Italian Government to Centre staff.
- Interns cannot undertake official travel/missions during their internship.
- Interns are assigned a supervisor who provides guidance on professional performance.
- Interns are required to conduct themselves in a manner compatible with their responsibilities. In particular, they must observe the utmost discretion with regard to any information known to them by reason of their presence at the Centre. Any later publication by the intern based on unpublished information obtained during the internship must receive prior explicit written authorization from the Centre.
- In agreement with the work unit within which the intern is to work, assignments may be full-time (37.5 hours per week) or part-time (20 hours per week). For assignments lasting more than eight weeks, interns are granted 2.5 days' leave per month, to be agreed upon with the supervisor.
- Sponsoring institutions may award academic credits for the period of the internship, but the Centre will not assess academic papers, nor assign grades.

- The intern or the Centre may terminate the internship agreement before the expiry date by giving 10 working days' notice in writing.
- An internship with the Centre does not create any entitlement to employment or any other form of contract with the Centre at the conclusion of the internship. Interns shall not be eligible for any type of contract with the Centre, nor be appointed to any post at the Centre, within a period of six months following the end of their internship unless they are selected through a competition to fill a vacancy.
- On completion of the internship, the intern's supervisor is required to complete a written evaluation of the intern's performance and hold a meeting with the intern to provide constructive feedback. In turn, the intern is requested to complete a questionnaire on his/her experience.
- Upon request by the intern, a written statement concerning the intern's performance can be provided for reference purposes at the end of the internship.

For more information, please contact:

**Human Resources Services**

E-mail: [internships@itcilo.org](mailto:internships@itcilo.org)

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