Call for applicants: Internship Programme at the New Zealand Embassy in Santiago

The New Zealand Embassy in Santiago de Chile has opened the application period for its Internship Programme. Individuals who are in their final year of studies in International Relations, Political Science, Public Administration, History, Law, Sociology, Anthropology, Journalism or a demonstrably related programme are welcome to apply.

The Internship Programme aims to enhance the educational and work experience of selected participants through practical work assignments. Interns will be exposed to an international, multicultural, and English-speaking environment that will improve their awareness and preparedness for working in international relations and the public sector, with hands-on experience on foreign policy issues, trade and economic challenges, human rights work, public diplomacy, and stakeholder engagement opportunities. They will also be exposed to the day-to-day workings of a diplomatic mission and meet internal and external stakeholders.

We are currently seeking one Policy and Public Affairs intern at the New Zealand Embassy, for the period of August – November/December.

The selected intern will be responsible for contributing to the advancement of New Zealand’s foreign policy interests by supporting the Embassy’s interactions with the public, information gathering and stakeholder engagement. This includes responding to public enquiries; assisting with logistics for events and meetings; delivering our public diplomacy programme including working with social media material and analysis; conducting policy-related desk-based research and analysis; preparing reports, briefings, and other documentation; and stakeholder engagement. A comprehensive role description is provided.

# About the New Zealand Embassy in Santiago

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development, and consular services. This is done by building connections with Chile and accredited countries where required that enable the New Zealand Government to advance New Zealand’s interests.

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills, and perspectives are valued and respected.

The New Zealand Embassy does not discriminate on the grounds of age, disability, ethnicity or national origins, gender, gender identity or expression, sexual orientation, race or colour, religious or ethical beliefs, marital or family status, political opinion, family background, or union activity. People from all backgrounds and conditions are welcome to apply.

# Skills required for applicants

Successful applicants will demonstrate the following skills:

* Have proficiency in both English and Spanish. No certification required.
* Be computer literate in standard software applications.
* Have an interest in international relations and New Zealand, and a personal commitment to follow New Zealand’s principles and guiding ideas in the international stage.
* Have a demonstrated ability to successfully interact and engage with individuals of different cultural backgrounds, which includes willingness to try to understand and be tolerant of differing opinions and views.
* Work well as part of a diverse team.

# Formal requirements

Applicants must be in the final year of an undergraduate degree in International Relations, Political Science, Public Administration, History, Law, Sociology, Anthropology, Journalism or a demonstrably related programme:

* Applicants must present a certificate of enrolment in a higher education institution in a required field of study.
* Applicants must present a certificate with all courses taken (approved and failed) and grades up until the day of the application.
* Applicants must submit a letter of intent detailing why this internship is relevant at a professional, academic, or personal level, in English.
* Applicants for the role must submit:
	+ a written essay of ~500 words, in English, about one of the following topics: international trade, geopolitics, human rights, international political economy, international relations, Chilean diplomacy, New Zealand foreign policy, climate change or the environment, or indigenous development.
	+ a response to the social media exercise, which has been provided separately.

Applicants must have the legal right to work and live in Chile. If the applicant is on a student or other temporal visa, they must have a work permit issued by the Chilean immigration authorities.

# Internship conditions

The interns’ working hours will be agreed with their embassy supervisor (the Second Secretary). Students will see their study and work hours respected, but these must be compatible with the embassy’s opening hours. Interns must complete all their internship hours at the embassy in Avenida Isidora Goyenechea 3000, Santiago, and cannot work from home.

The overall length of the internship and the number of weekly hours may be open to negotiation with the Embassy. In general, the intern is expected to work a minimum of 25 hours a week, for a minimum of 18 weeks / four months, subject to the requirements of the intern’s studies and any internship programme requirements. If you are unable to work the proposed dates or hours, please outline this in your application letter.

Interns are allowed one (1) day of leave for every month of the internship’s duration. Interns must request this day of leave in email writing at least a week in advance. Additional leave can be granted by the Second Secretary if the intern works extra hours over a period.

This is an unpaid position. The Embassy will contribute a stipend for the intern of 150,000 CLP per month, paid over the duration of the internship.

**Position Description**

**Position Title**

Policy and Public Affairs Intern

**Reports To**

Second Secretary

**Embassy**

Santiago

**Last Review Date**

June 2025

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**About the Ministry**

The Ministry of Foreign Affairs and Trade (the Ministry, also referred to as MFAT) acts in the world to build a safer, more prosperous and more sustainable future for
New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand’s interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders’ wellbeing in the following ways:

* **Kaitiakitanga:**Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
* **Prosperity:**New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
* **Security:**New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
* **Influence:**New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

**Impact**

• We achieve for New Zealand, every day, everywhere

**Kotahitanga**

• We draw strength from our diversity

**Courage**

• We do the right thing

**Manaakitanga**

• We honour and respect others

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**Diversity and Inclusion**

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

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**About the Embassy**

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with Chile and accredited countries where required that enable the New Zealand Government to advance New Zealand’s interests.

**About the Position**

The Policy and Public Affairs Intern is responsible for contributing to the advancement of New Zealand’s foreign policy interests by supporting the Embassy’s information gathering, stakeholder engagement, customer service, and public affairs engagement. This includes responding to enquiries from the public; conducting policy-related desk-based research and analysis; preparing reports, briefings and other documentation; conducting social media analysis; supporting the delivery of the Embassy’s public diplomacy programme, including outreach strategy, media management, representational activities and protocol functions. This role may also provide administrative support to the Ambassador/Head of Mission.

**Relationships**

The position is required to build and maintain the following relationships:

Internal (within Embassy and MFAT)

* Ambassador
* Deputy Head of Mission
* Second Secretary (Reporting Manager)
* Policy and Public Affairs Advisers
* Other seconded staff and staff employed at Embassy
* Relevant New Zealand Ministry of Foreign Affairs and Trade divisions and Embassies

The opportunity also exists for interaction with the following external relationships (outside Embassy and MFAT):

* Peers in other diplomatic missions
* Foreign Ministry and other government contacts in Embassy’s countries of accreditation
* Academia, think tanks, media, businesses and non-government organisations at a relevant level
* Other New Zealand Agencies when relevant

**Key Accountabilities**

The following key accountabilities of this role assist in delivering the Ministry’s vision and mission.

The position has the following key accountabilities, with the objective of contributing to the Embassy’s delivery of its its strategic priorities and high-level outcomes:

Intern tasks:

* Answer general public enquiries to the embassy on all topics (using a provided call script), via both email and phone.
* Take meeting minutes and draft file notes.
* Lead and participate in internal meetings, and participate in meetings with external stakeholders.
* Manage invitations and responses.
* Draft and file Third Person Notes and other correspondence.
* Assist with logistics and coordination for inwards visits and events.
* Monitor, and as requested, analyse and summarise media sources and websites on key issues that are of relevance and interest to the New Zealand Government and the bilateral relationships with Chile, Peru and Bolivia.
* In consultation with other policy staff, identify, research and/or write up key political/social, trade/economic, defense/security issues and emerging trends and contacts of interest/relevant to New Zealand.
* Support the implementation of the Embassy’s public diplomacy and outreach programme.
* Monitor press and the Embassy’s social media accounts to stay informed of current events, trending topics and other developments relevant to the Embassy and/or New Zealand, and present these as written reports.
* Assist with drafting items in Spanish and/or English for a range of events, presentations and channels including Embassy social media accounts and traditional media.
* Undertake specific research and report tasks in support of public diplomacy and outreach strategy.
* Keep contact databases updated with information from meetings, events and local media.
* Respond to general policy and or trade-related enquiries from the public and from local government agencies.

Security

* Be familiar with the Embassy Security Instructions and adhere to these at all times.

Diversity and Values

* Demonstrate the Embassy’s values, goals, policies and procedures in all aspects of work.
* Support a culture of learning and sharing of experiences.

Relationship Management

* Develop and maintain relationships with key internal and external stakeholders in order to advance the Embassy’s objectives.

Organisational Responsibilities

* Understand and support the Embassy’s strategic priorities.
* Understand and apply the strategic context in which the Embassy operates.
* Ensure all Embassy policies and procedures are adhered to.
* All other duties as reasonably requested by the employer.

Knowledge Management

* Contribute to the continuous development of the Embassy’s knowledge base by using internal systems, sharing information and data with relevant internal stakeholders.

**Health and Safety**

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

* Taking reasonable care of your own and other’s health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
* Complying with reasonable Embassy instructions to ensure the Embassy is able to comply with the New Zealand Health and Safety at Work Act 2015 which applies at New Zealand Embassy premises.
* Cooperating with health and safety policies and procedures.
* Identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace.
* Identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so.
* Raising health and safety matters with your manager or health and safety representative (or contact as appropriate).
* Ensuring that all health and safety incidents, injuries, near misses are immediately reported.
* Ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your manager.

**Qualifications, Skills, Knowledge and Experience**

You must have the following qualifications, skills and experience:

* Be in the final year of an undergraduate degree in Journalism, Communications, International Relations, Political Science, History, Public Administration, Sociology, Anthropology or a demonstrably related programme.
* A working proficiency in Spanish and English.
* A demonstrated interest in the international affairs.
* Knowledge about social media content creation and/or public diplomacy initiatives.
* Knowledge of Chile, its policy settings and political environment; and/or knowledge of New Zealand, its policy settings and environment.
* Strong customer focus, with the ability to communicate effectively with a diverse range of people.
* Good research and analytical skills, including critical thinking and problem-solving skills.
* Ability to work in a cross-cultural environment, work within a team and maintain effective relationships.
* Well-developed planning and organisational skills, including ability to prioritise tasks effectively, work under pressure and deliver outputs in a timely manner, while maintaining a clear focus on an overall plan.
* Proficient in Microsoft office programmes.
* Attention to detail and accuracy.
* Ability to work autonomously and sound judgement.
* Display personal integrity.

**Additional Comments**

* You must be able to obtain and maintain appropriate security clearances, including a clear police check.
* You must posses the legal right to live and work in Chile, including a work permit when on a student or other temporary visa.
* You will also expected to perform any other duties as can reasonably be required by Embassy management from time to time.

# Application exercises

# Policy and Public Affairs Internship, New Zealand Embassy Santiago

**Written policy exercise**

Please submit a written essay between 450 - 550 words, in English, about one of the following topics: international trade, geopolitics, human rights, international political economy, Chilean diplomacy, New Zealand politics, or indigenous development.

**Written social media exercise**

Imagine that New Zealand and Chile have signed a new Antarctic cooperation agreement. This agreement focuses on our work together to study and protect the waters surrounding Antarctica, particularly regarding the protection of migratory marine mammals such as whales.

We want to celebrate this new agreement on social media. Please draft a post for each of Instagram, Facebook and Twitter, taking into account the differences between each platform (such as publishing constraints and types of audience).

***Note:*** *This is just a hypothetical agreement, created for the purposes of this exercise; it is not a real agreement, and you are not expected to research any specific agreements between New Zealand and Chile. You can invent any additional details about the agreement that you may wish to include in your social media posts, such as the signing date or the individuals who signed the agreement on behalf of Chile and New Zealand.*

You are welcome to use any images or supplementary information that you have researched online to draft your posts. There is some background information here, to help you understand more about New Zealand’s work in the Antarctic and Southern oceans:  [Antarctica and the Southern Ocean | New Zealand Ministry of Foreign Affairs and Trade (mfat.govt.nz)](https://www.mfat.govt.nz/en/environment/antarctica-and-the-southern-ocean/)