

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, trade and economic issues, public diplomacy, and stakeholder engagement. 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 first semester of 2026. Please send your application to SGORecruitment@mfat.govt.nz. Applications close Tuesday 20 January at 12:00 (midday).

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 intern's 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. For the first semester of 2026, we are planning to have successful applicants start with us around Monday 2 February. In general, the intern is expected to work a minimum of 30 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.