

## ICTY INTERNSHIP FAQS

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## APPLICATION PROCESS FOR ICTY INTERNSHIPS

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### 1.) How do I apply for an ICTY internship? What is the application procedure?

ICTY internship 'job openings' are posted on the UN Careers portal, which can be found at <https://careers.un.org>. The UN Careers Portal system allows you to submit electronic applications for ICTY internship job opening.

To view and apply for any of the ICTY's current internship job openings, please visit the UN Careers portal: <https://careers.un.org>.

General information on the ICTY's internship program may be found on the ICTY web site's internship pages, including:

- Information about the ICTY offices which offer internships: <http://www.icty.org/sid/113>
- Additional information about the ICTY Internship programme: <http://www.icty.org/sid/127>
- Forms relevant to the ICTY Internship programme: <http://www.icty.org/sid/128>

Here is an overview of all of the internships which are available at the ICTY. Internships which are currently available will be posted on the UN Careers Portal.

LEGAL INTERNSHIPS	
OTP	OTP Trial Section
	OTP Appeals Section
	OTP Immediate Office of the Prosecutor
CHAMBERS	Trial Chambers
	Appeals Chamber
	Office of the President
REGISTRY	Immediate Office of the Registrar (IOR)
	Office for Legal Aid and Defence Matters (OLAD)
	Court Management Support Services Section (CMSS)
	Victims and Witnesses Section (VWS)

NON-LEGAL INTERNSHIPS	
OTP	OTP Research and Analysis
REGISTRY	Conference and Language Services Section (CLSS)
	Information Technology Support Services Section (ITSS)
	Finance Section
	Human Resources Section (HR)
	Staff Union (SU)
	General Services Section (GSS)
	Procurement
	Communications Service Public Information
	Communications Service Outreach

Please note the ICTY will only accept applications for internships that are currently posted on the UN Careers Portal. Open applications are not accepted.

## **2.) What are the deadlines for applying?**

Sections/units post job openings throughout the year, as and when their internship vacancies are available. Deadlines will vary depending on the needs of each office, and are listed on each internship job opening. Candidates are advised to submit their fully completed application at least six months before their intended official starting date.

## **3.) Can I submit an open application?**

No, you are only allowed to apply for ICTY internship job openings which are posted on the UN Careers Portal. **Open applications are not accepted.**

## **4.) Which documents must be included in my application?**

All of the documents listed below must be attached to each application, except #6, which must only be included if you are applying to an ICTY legal internship. All documents must be in English or in French.

1. completed ICTY Intern Acceptance and Undertaking
2. completed Internship preference and availability form
3. Two (2) letters of recommendation
4. Copies of university/law studies transcripts (including courses taken and grades received)
5. A photocopy of your valid medical insurance **or** a signed statement confirming your intent to obtain medical insurance while you are in the Netherlands

### **For legal internship applications only:**

6. A sample of the applicant's written work preferably in a field relevant to the work of the Tribunal and not longer than ten pages

Applications which do not have all of the required documents attached will be regarded as incomplete and will not be considered. Please ensure that you check your application and the attached documents carefully to verify that your application is complete before submitting it.

## **5.) Can I apply for multiple internships?**

Yes, you are allowed to apply for as many ICTY internships as you think you are qualified for. Please ensure that each of your applications is complete, with all of the relevant documents attached.

## **6.) I do not have adequate and/or international insurance yet. Must I take out an insurance policy before applying even though I am not sure whether I will be offered an internship?**

Our main concern is that interns arriving at the Tribunal have adequate insurance to cover unforeseen events. If we are assured of your intent to take out an insurance policy if you are offered an ICTY internship, you do not have to take out an insurance policy in advance of an internship offer. Please make your intent to secure insurance clear by attaching supporting documentation or a statement of intent to your application.

The Tribunal is obliged to be vigilant with regards to insurance, as interns are not insured through the ICTY or United Nations, and if an illness, accident or death occurs, in or outside of work, then the intern is solely responsible for their own medical cover and the Tribunal/United Nations will not be able to provide any assistance.

## **7.) My referees will send their recommendation separate from my application, is this acceptable?**

No. As stated above, two letters of recommendation must be attached to each UN Careers Portal application for an ICTY internship. Failure to attach your letters of reference to your The UN Careers Portal application will mean that your application will be considered incomplete and will therefore not be considered.

**8.) Will I be informed of the receipt of my application?**

Yes. Online applications submitted via the UN Careers Portal will be immediately and automatically acknowledged by an e-mail from the UN Careers Portal.

**9.) Can I still submit my application after the deadline?**

No. Internship job openings will be automatically removed at midnight New York time (EST) on the deadline date of each internship job opening.

**10.) Should I contact ICTY to check the status of my application?**

No. You will be informed about the outcome of the results as soon as the selection process is finalized. Short-listed candidates may be contacted by the hiring team directly during the selection process if further information is needed. Due to the high volume of applications received, candidates who have not been short-listed will not be contacted.

**11.) How and when do I find out the status of my application?**

All complete internship applications are reviewed by the hiring team in the unit/section of the internship job opening(s) you apply for. During the review process, no status information will be given, but in general if you have not been contacted within 6 weeks of submission of your application you have probably not been selected. Only selected/short listed candidates will be contacted and informed of their selection.

**12.) If The UN Careers Portal accepts my application does this mean that my application is complete?**

No. The UN Careers Portal will confirm receipt of each application via an automatic e-mail to the e-mail address you specified when creating your The UN Careers Portal account. The system is not able to check the number or content of the attachments attached to your application, so each applicant is responsible for ensuring that **all** of the required documents are attached to each application. You are reminded that incomplete applications will not be considered.

***WHO ARE WE LOOKING FOR?***

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**13.) How many interns are accepted by the ICTY?**

There are a maximum of 150 interns at the ICTY at any given time.

**14.) What kind of skills are you looking for?**

In general, we need interns with good academic and analytical skills, good drafting and language skills, excellent communication and interpersonal skills and good IT skills.

**15.) What kind of tasks will I be required to complete?**

This will depend on your background, the section/unit in which you are assigned and the period during which you will do your internship. Here are some examples of the tasks carried out by ICTY interns:

- Assistance in drafting and preparing official documents
- Attending and summarizing conferences and meetings
- Document, legal and internet research
- Working on web presentations
- Evaluation of projects
- Compiling statistics
- Media analysis

**16.) I am a first/second year legal student, am I eligible to apply for a legal internship?**

The Tribunal only accepts candidates who are at least in their final stages of education in the relevant field (their final year). If the candidate has already completed a four-year undergraduate university degree before commencing graduate legal studies, he or she must have completed at least one year of graduate legal studies by the time the internship commences. All candidates must be at least in their second year of their university degree. **This means that first year university students are never accepted for an internship at the ICTY.**

***THE PRACTICAL DETAILS OF COMPLETING AN INTERNSHIP AT THE ICTY***

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**17.) When is the starting date of my internship?**

Selected candidates will be sent an offer e-mail by the ICTY Internship Office. All relevant information will be contained in this e-mail, including dates of the internship, office assigned to, name of supervisor, etc.

The internship offer e-mail will also include some documents which must be returned before you arrive for your first day of internship, and well as some documents which must be brought on your first day at the ICTY.

**18.) Which documents do I need to return before my first day of the internship?**

The following documents must be submitted to the ICTY Internship Office before you arrive to commence your internship:

- the signed offer letter (will be sent in offer e-mail)
- a medical certificate of good health
- proof of enrolment in a health insurance plan
- a copy of your transcripts

**19.) Which documents do I need to take with me on my first day of the internship?**

The following documents (which will be sent to you in the offer e-mail), must be completed and taken with you on your first day of internship.

- A completed personal history profile (PHP)
- A completed Ministry of Foreign Affairs (MFA) questionnaire
- A completed security questionnaire

**20.) Will the Tribunal provide me with any type of compensation during my internship?**

No. The United Nations does not remunerate interns in any way. Interns will not be entitled to any compensation for travel arrangements to and from the work location. Interns do not receive a salary or emoluments from the United Nations.

Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern. All interns are expected to make their own arrangements for travel, accommodation and living expenses during the internship period. Arrangements for sponsorship of an intern by an institution are the responsibility of the intern, and will not be facilitated by the ICTY.

The United Nations accepts no responsibility for costs arising from accidents and/or illness incurred during an internship. Therefore, upon award of an internship, interns are responsible for securing adequate insurance coverage and are required to sign and return a statement confirming their understanding and acceptance of these conditions of service.

**21.) What is the duration of an internship?**

The duration of an ICTY Internship can range from a minimum of three months to a maximum of six months. Some of the sections of the Tribunal prefer to accept interns who are available for 3 months or longer, which will be noted specifically on the relevant internship job opening.

**22.) Are internship positions on a full-time basis?**

Yes. All internship positions offered by the Tribunal are based on a full-time basis, which is 37.5 hours of work per week; generally from 09:00 – 17:30 each weekday with a 1 hour lunch break. Interns are expected to work five full days a week in the section/unit that has selected them, under the supervision of an experienced staff member.

Interns are entitled to two and a half days of leave per month, subject to their supervisor's approval.

**23.) Do I receive a certificate upon completion of my internship?**

Yes. Upon completion of the Internship, a UN-ICTY certificate will be issued by the Human Resources Section, confirming the duration of the internship at the Tribunal.

**24.) What are my chances of employment at the Tribunal after my internship?**

There should be no expectation of employment by the ICTY or United Nations following the completion of the internship.

**25.) Will an internship give credit to my study?**

This will depend on your educational institution. Selected candidates will need to confirm with their university whether credit will be given, before accepting the internship offer or departing for the Netherlands.

**26.) Are internship positions only available to those with a legal background?**

No. Although the majority of the internships offered within the ICTY specifically require a legal background, there are also internship positions available where a legal background is not a requirement. Each internship job opening must be carefully read to see if a legal background is required, as this will be specified.

***LIVING AND WORKING IN THE NETHERLANDS***

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**27.) What are the visa requirements for an internship for The Netherlands?**

For an updated list of the countries whose nationals must obtain a visa to enter the Schengen zone and the visa requirements, please consult the following page: <http://www.government.nl/issues/visa-for-the-netherlands-and-the-caribbean-parts-of-the-kingdom>.

For nationals of countries who do require a visa to enter and to stay in the Netherlands, the Tribunal will assist you with the issuance of this type of visa once you have been selected. Please note that you should not be initiating immigration proceedings to the Netherlands (the so-called 'MVV' application) at the same time as applying for an ICTY internship.

**28.) Do I require a residence permit to complete an internship in The Netherlands?**

No, you do not need a Dutch residence permit issued pursuant to the Aliens Act of The Netherlands.

If you are a non-EU/EEA national, then you will have to apply for a Ministry of Foreign Affairs (MFA) card to ensure your legal stay in the Netherlands if the internship, plus the maximum permissible 14 day departure period, goes

beyond the period of validity of the three month multiple-entry visa. In this case you should bring one colour passport photograph with you. Upon arrival at the Tribunal, the Visa and Entitlements Unit (VEU) will apply for the MFA card on your behalf once you have completed the appropriate form and provided the photograph. This card will be valid for a maximum of six months. Once the card is returned to the VEU, you are obliged to leave the country within 14 days.

If you already have a valid temporary residence permit for The Netherlands (e.g. a student permit, working holiday permit, etc.), the Tribunal may apply for a MFA card on your behalf if the permit is expiring. This can be discussed with the Visa and Entitlements Unit of the ICTY after your arrival in The Hague.

**29.) I am a citizen of a non-UN member state. Can I apply for an internship?**

Yes, you may apply even if you are a citizen of a non-UN member state.

**30.) Can interns take on part-time jobs to cover living expenses in the Netherlands?**

No. The visa status of interns does not allow them to undertake paid employment in the Netherlands.

**31.) I am finding it hard to find an insurance policy in my country. Shall I wait until I am in the Netherlands and take out an insurance policy upon arrival?**

No. Do not leave your country until you have adequate insurance. The insurance companies in the Netherlands will not cover you during an internship since you are foreign and only staying for a limited period of time. Demonstrated proof of insurance coverage may also be required in order to get your visa for the Netherlands if you are a visa national.

TIP: Using an internet search engine (e.g. use Google with search term “travel insurance the Netherlands”) will help you to find a selection of travel insurance packages which could suit your needs.

**32.) What is living in The Hague like?**

The Hague (in Dutch *Den Haag*), is the capital city of the province of South Holland (*Zuid Holland*) in the Netherlands. With a population of slightly more than 500,000 inhabitants, it is the third largest city of the Netherlands, after Amsterdam and Rotterdam. The Hague is the seat of the Dutch government and parliament, the Supreme Court, and the Council of State.

In general, English is widely understood and spoken in the Netherlands and especially in The Hague, which is home to many embassies and consulates, international organizations and expatriate workers. You can find more information about The Hague here: <http://en.denhaag.nl/en.htm>

**33.) How can I find accommodation in The Hague?**

The ICTY Staff Welfare office publishes a list (updated monthly) of the accommodations which are available in The Hague and suburbs. The latest version of this list is sent to all interns when they are offered an ICTY internship. Prices for accommodation depend greatly on the location within The Hague, and can range from €350 - €700 per month for a single room.

**HELP AND ADDITIONAL INFORMATION**

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**34.) Where can I find out more information regarding the ICTY Internship Programme?**

We encourage you to thoroughly read our website, and specifically the internship pages. If your question is still unanswered, please contact the ICTY Internship Office by e-mailing [internshipoffice@un.org](mailto:internshipoffice@un.org)

**35.) I am having problems with The UN Careers Portal. Can you help?**

If you are having technical problems (such as being unable to log in to The UN Careers Portal), or if you have a question on the technical aspects of how to use The UN Careers Portal, please contact the The UN Careers Portal Support Center: [the UN Careers Portalsupport@un.org](mailto:the UN Careers Portalsupport@un.org).

You may also use the 'Need help?' link on the The UN Careers Portal home page. The ICTY Internship Office is unable to provide any technical assistance with The UN Careers Portal.

**36.) How do I reach the ICTY Internship Programme?**

Please send an e-mail to [internshipoffice@un.org](mailto:internshipoffice@un.org)