



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

Internship at the New Zealand Embassy in Stockholm

Location: Stockholm

Position Type: Full time

The New Zealand Embassy in Stockholm is responsible for New Zealand's relationship with Sweden, Denmark, Finland, Iceland and Norway. New Zealand and the Nordics have warm and friendly relationships underpinned by shared interests and similar outlooks on global issues, including on trade, security, human rights, and the environment.

The Embassy of New Zealand in Stockholm is initiating an internship programme which will enable us to accept two interns each spring and autumn semester. We offer a stimulating internship where you will have the opportunity to familiarize yourself with a number of tasks that are common at an Embassy.

Tasks during the internship

As an intern, you will help contribute to the Embassy's political, economic and trade policy reporting, by assisting with research, note taking, and drafting reports. You will also support the daily work of the Embassy including visits, event planning and general administration, and other tasks as required. You will be able to participate in the planning and implementation of the Embassy's business, cultural and image-promoting projects, and events, as well as help raise our profile through focus on social media. You will be able to assist some consular duties, including answering general enquiries.

Your background and skills

To qualify for the application, you need to be enrolled with a university and must have the right to live and work in Sweden. The ideal candidate will have good social skills, be proactive, driven and enjoy varied tasks. We want you to have a great interest in Nordic and EU issues, Sweden information and communication -and of course in New Zealand! You will need to be fluent in English and Swedish.

As we often work in project form, it is important that you can work independently as well as in a group. We also require that you can express yourself well in speech and writing in Swedish and English. The working language is English.

How to apply

The Embassy will publish when each application period starts on our social media platform. We intend to advertise in March/April for autumn positions and in October/November for spring positions.

Interested candidates are invited to submit their CVs along with a cover letter detailing their relevant experience to NZEmbassyStockholm@mfat.govt.nz

Additional information

The internship covers one semester, approx. 20 weeks full-time, and is carried out during the autumn or spring semester. The position is an unpaid internship. The intern must be eligible for study funds, attend fulltime studies that gives credits and be included as part of the studies. Interns are responsible for their own living arrangements and expenses. Flexible working hours can be arranged to accommodate study schedules. Duration of the internship can vary based on the university's requirements and the candidate's availability.