

### 3 MONTH INTERNSHIP AT THE BRITISH EMBASSY, BERLIN

The British Embassy Press, Public & Political Affairs section in Berlin is seeking an intern for a period of up to 3 months. You will have a chance to learn about the work of the UK Foreign & Commonwealth Office, British diplomatic missions in Germany as well as the Embassy's Press, Public Diplomacy, Political and Reception work.

During the internship you will gain insight into and become actively involved in a variety of areas such as:

- Reception work: provide a professional service to callers and to manage our general public enquiries
- Public Diplomacy: planning and organising of events
- Press: support our digital media work
- Political work: sit in on political calls and provide research as requested

Applicants need to be fluent in English and German, both written and spoken.

***Please note that we can only accept students that are enrolled at a German university who need to complete a mandatory internship (Pflichtpraktikum).***

To apply, please email a short CV along with a statement in English of no more than 500 words stating why you are interested in this internship and what skills you wish to develop to [Berlin.Recruitment@fco.gov.uk](mailto:Berlin.Recruitment@fco.gov.uk). Please do not send any other documents at this stage and ensure that your email file does not exceed 350kb.

Deadline for applications is **on Friday 28 November 2014 at 10.00am**. Ideally we are looking for someone to start beginning of January 2015. Please note that **ONLY** those applicants short-listed for interview will be contacted. The successful candidate will be subject to a background and security check before the internship can commence.