



ARCTIC COUNCIL

Internship at the Arctic Council Secretariat (ACS) in Tromsø, Norway

Description

The Arctic Council Secretariat is looking for an intern interested in learning the aspects of working in an international environment. The internship will be full time for a period of 4-6 months beginning in early 2015. The position is suitable for a bachelor- or master student within relevant fields of study. The intern who fills the position will be under the guidance of experienced secretariat staff members, and will be included in different parts of the Secretariat's work. It is essential that applicants to this position have excellent computer skills and good English language skills - both written and oral. An open mind to cultural differences and a cooperative spirit is important.

Duties

The Arctic Council Secretariat is in the process of implementing a new archive system (eDocs). The intern will participate in tasks such as classification of documents according to guidelines, digitalization of documents and registration of documents.

The intern will also assist the management with daily administrative routines, i.e. meeting schedules, travel reimbursements etc.

Requirement

The successful candidate is eager to learn and to contribute in a busy international working environment. She/he is able to work full time for 4-6 months determined by contract. You are currently enrolled in bachelor- or master studies within relevant fields of study. Applicants should come from one of the eight Arctic member states. Your application and resume will show why you are the right candidate for the Arctic Council Secretariat.

Terms

The intern will sign a temporary contract of four to six months with the ACS, with a probation period of two (2) months. The salary will be according to the Norwegian State salary code 1429 Trainee, scale 19 (approximately NOK 22.000 per month). Costs related to relocation and accommodation must be covered by the intern.

Application deadline: December 28th 2014

Contact and further information:

Please send your CV and an application letter to the Arctic Council Secretariat:
andre@arctic-council.org

Contact: Office manager André Skrivervik
Phone; 77 75 01 42

For more information about the Arctic Council and the Arctic Council Secretariat, please visit
www.arctic-council.org