

CALL FOR APPLICATIONS INTERNSHIPS AT THE CONSULAR SECTION OF THE SLOVAK EMBASSY IN WASHINGTON, D.C.

The Embassy of the Slovak Republic in Washington, D.C. is accepting applications for internships in the framework period from September 2020 to February 2021:

Main responsibilities:

- Participation on performing of consular functions under the Vienna Convention on Consular Relations, Act No. 151/2010 Co. on foreign service as amended and internal regulations;
- Participation on creating and creation of various documents connected with performing consular functions (legal analyses etc.);
- Assisting in the planning and execution of public outreach and cultural events organized by the Embassy; Updating Embassy's website;

Duration: The Embassy offers two to three month long internship.

Basic requirements:

- Slovak citizen;
- Student of faculty of Law (4th or 5th year);
- Above average analytical and research skills;
- Excellent English and Slovak language (Speaking/Reading/Writing);

Additional selection criteria:

- Interest and focus on Administrative Law;
- Strong communication skills and work ethic;

Compensation: Internships are unpaid. The Embassy can provide free accommodation within the premises of the Chancery except the times during which accommodation capacity will be needed for other purposes. Interns must have medical insurance and are expected to cover all boarding and travel costs to/from Washington, D.C. The Embassy will reimburse Metro/bus transportation for business-related meetings in Washington, D.C during the internship.

How to apply: Please, send your CV with contact details, motivation letter (including the indication of the preferable time frame of the internship), confirmation of the full-time study, B.A. level graduation diploma, references from two university lecturers, certificate of the English level or state exam confirmation, filled out [personal questionnaire](#) and [consent to the processing of personal data](#). All documents shall be sent to emb.washington@mzv.sk by April 15, 2020. All candidates will be contacted back and announced the decision by May 15, 2020. Shortlisted candidates might be asked to go through a Skype call and/or a written test.