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**UNIDROIT Academy
China Scholarship Council
Senior Internship Programme
February 2025**

UNIDROIT 2025
Ref: AC/211
English only
February 2025

UNIDROIT INSTITUTIONAL SENIOR INTERNSHIP

Terms of Reference

GENERAL INFORMATION

Organisation: International Institute for the Unification of Private Law (UNIDROIT)

Job Title: Senior Intern

Positions Available: 1

Internship Duration: 12 months

Location: UNIDROIT Headquarters in Rome, Italy

Background: The International Institute for the Unification of Private Law (UNIDROIT) is an independent intergovernmental organisation that was originally established in 1926 under the auspices of the League of Nations. UNIDROIT has 65 Member States and 116 Connected States, representing 74% of the world population and over 90% of global nominal GDP. UNIDROIT's objective is to develop modern international standards for commercial and private law. UNIDROIT has a primarily legislative function, and has prepared over 30 international instruments (treaties, model laws, model clauses, legal principles and legal guides) on various topics.

JOB DESCRIPTION

Senior Interns will provide secretariat support and assist in the day-to-day operations of UNIDROIT. They will work closely with the secretaries and other UNIDROIT staff to deliver their responsibilities effectively.

Key responsibilities include:

- managing incoming and outgoing correspondence, which includes handling the Institute's account, sorting emails, and recording, archiving both electronically and in hard copy;
- updating documentation in the internal server, drafting responses, organising and filing letters, and maintaining common files and general documentation;

- formatting documents and correspondence;
- organising events such as conferences, seminars, and workshops;
- receiving calls and visitors;
- liaising with administrative staff of Host country, Embassies, international organisations;
- managing meeting logistics, including making travel arrangements;
- maintaining project cost spreadsheets;
- performing other duties assigned related to the Institute's work.

REQUIRED QUALIFICATIONS

Educational qualifications: Master's degree or higher in public administration or related fields; applicants with a background in law may also apply if they have the relevant professional experience.

Professional experience:

- 1-2 years of experience in administrative, secretarial, or office management roles, preferably within an international or multicultural environment.
- Experience in providing secretariat support, including managing schedules, coordinating meetings, preparing documents, and handling correspondence.
- Experience with international organisations is highly preferred.

Technical skills and competencies:

- Language proficiency: Minimum IELTS score of 7.0 or TOEFL score of 94. Strong English communication skills, both written and spoken (English is the primary working language).
- Proficiency in additional languages, particularly French or Italian, is an asset.
- Digital skills: Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with digital communication tools.
- Demonstrated ability to work effectively in a team-oriented environment, supporting senior staff and managing multiple tasks efficiently.