

Oak Foundation Human Rights Internship Programme

The European Human Rights Advocacy Centre (EHRAC) at London Metropolitan University is inviting applications from final year students, graduates and post-graduates of **London Metropolitan University ONLY** for a four month human rights internship placement with the Oak Foundation.

The **Oak Foundation** was established over a decade ago to address issues of global, social and environmental concerns, particularly those that have a major impact on the lives of the disadvantaged. The Oak Foundation comprises a group of philanthropic organisations based in various countries. It has made over 1,600 grants to not-for-profit organisations across the globe. See <http://www.oakfnd.org/about.php>

The Internship Programme is being administered by **EHRAC** which has been supported by the Foundation for five years in its programme of international human rights litigation concerning Russia and Georgia. See <http://www.londonmet.ac.uk/ehrac>

This is a rare and very valuable opportunity to gain insight into the workings of an international grant-making foundation.

Placement Description

The internship placement will be with Oak's International Human Rights programme in London. Successful candidates will be required to carry out both substantive and administrative tasks relating to Oak's three core programme priorities: (i) liberty and security of the person; (ii) ending impunity for gross abuses and (iii) the promotion and protection of human rights defenders.

Intern tasks will include: assisting in drafting recommendations in relation to grant applications; assisting in monitoring and evaluating grant-holders across Oak's portfolio; drafting records of meetings and routine correspondence with grantees/applicants; recording visits to projects *in situ*; and administrative office tasks, such as scheduling appointments and assisting with filing and other duties.

Intern Profile

- willing to commit to a 4-month placement
- final year student, graduate or postgraduate
- a sound grounding in human rights, international relations or related areas (as a result of your studies and/or practical experience)
- strong research and report writing skills
- aspire to work in the human rights field and/or international relations
- excellent oral and written communication skills
- strong administrative, organisational and time management skills
- ability to use initiative, prioritise competing workloads and work independently
- competent in use of Microsoft Office applications (Word, Excel, etc.)

The successful candidate will be on placement at Oak's central London office between 3-5 days per week from 0900-1700 for a period of 4 months commencing **mid-Oct 2011**.

A stipend of £820 - £1,360 per month is available (depending on number of days per week) to cover travel expenses and living allowance.

To apply: Please send a **CV** with a **covering letter** to Tina Devadasan, EHRAC Project Manager on ehrac@londonmet.ac.uk outlining the reasons for your interest in the internship placement (including your aspirations in the human rights/international relations fields), and explain how you consider you match the intern profile (above). **Closing date: 7 August 2011.**

Please note: As part of the selection process, short-listed applicants will be required to participate in a **5-day assessment period** in the EHRAC office.