Data Science Intern
Strategy, Portfolio, Partnerships and Digital

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate/division, and the educational qualifications, experience and competencies required for the internship. The Commonwealth Secretariat Internship Policy is also made available to you.

• You must be a Commonwealth national between the ages of 20 and 30 and have the right to live and work in the UK for the entire duration of the internship. You will be required to provide evidence of this if you are shortlisted for the post.

• It is the Commonwealth Secretariat’s policy not to employ close relatives of current members of staff.

• All appointments are subject to satisfactory references. You will be required to provide details of two referees, one of whom should be your current or most recent employer and one for your employer prior to that. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.

• You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.

• Interns are offered an honorarium of £300.00 (subject to periodic review) per week.

If you wish to be considered for this post, please ensure that you submit your curriculum vitae together with a covering letter setting out your experience and skills in relation to the person specification, competencies and other requirements for the internship. Your application should be received no later than Wednesday 2 June at 17:00 GMT.

Applications should be made via our online application system at http://thecommonwealth.org/jobs.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail: HQ-Recruitment@commonwealth.int