

**UNIDROIT Academy
Scholarship, Internship and Research Programme
Senior Internship Position Description
December 2024**

UNIDROIT 2024
Ref: AC 1334
English only
December 2024

SENIOR INTERNSHIP POSITION DESCRIPTION

UNIDROIT CENTENARY SENIOR INTERNSHIPS

Please note that this Senior Internship position is supported by the China Scholarship Council and is therefore only open to applicants with Chinese nationality

APPLICATIONS DUE 12 JANUARY 2025

1. **Organisation:** International Institute for the Unification of Private Law (UNIDROIT).
2. **Job Title:** Senior Intern.
3. **Positions Available:** 2.
4. **Internship Duration:** 1 March 2025 to 28 February 2026 (12 months), with the potential for renewal as a Project Consultant an additional 12 months, based on performance.
5. **Location:** UNIDROIT Headquarters in Rome, Italy.
6. **Financial allowance:** Senior Interns, upon successfully completing the selection processes by UNIDROIT and CSC, will receive a monthly CSC scholarship of 1,800 EUR for the duration of their internship. Please refer to <https://www.csc.edu.cn/article/2769> for more details.
7. **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.
8. **Job Description:** UNIDROIT is seeking two motivated Senior Interns to work on the delivery of a range of activities associated with the Institute's Centenary in 2026. Interns will work closely with legal officers, supporting the planning and organisation of various initiatives marking UNIDROIT's centenary. Key responsibilities include administrative support, facilitating communications, managing liaison activities, and assisting with tasks as directed by legal officers, to deliver the following initiatives:
 - a. Organisation of the main celebratory centenary event in late 2026 in Rome, which will involve a joint sitting of the UNIDROIT General Assembly and the UNIDROIT Governing Council.
 - b. Organisation of regional events across the world on UNIDROIT instruments and projects.

- c. Supporting work related to UNIDROIT's specialised workstreams¹ focused on (i) taking stock of how our relevant instrument(s) have performed in the past; (ii) analysing the strengths and weaknesses of the instrument(s); and (iii) proposing a way forward in each thematic area, with specific recommendations.
- d. Supporting other administrative activities related to the Centenary, including (i) financing initiatives, (ii) strengthening UNIDROIT's Institutional Framework, preparation of Historical Volumes, dissemination of UNIDROIT's work in additional languages, and modernisation of UNIDROIT's operation.

9. **Educational qualifications:** Master's degree or higher in management, administration, social sciences, languages or law. Preference will be given to candidates with backgrounds in English translation, foreign languages, and international studies. The scholarship application requirements can be found on the China Scholarship official website : <https://www.csc.edu.cn/article/2769>.

10. **Professional Experience:**

- a. Experience in organising large-scale international conferences, with comprehensive knowledge of all stages from planning to execution.
- b. Proven ability to coordinate resources, manage schedules, and maintain effective communication with all involved parties. Experience with international organisations is highly preferred.
- c. Experience in the drafting, proofreading, editing and formatting of reports, letters, agendas, memos and other documents.

11. **Skills and Competencies:**

- a. 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).
- b. Multitasking and Deadline Management: Skilled in handling multiple tasks effectively, meeting deadlines under time constraints.
- c. Organisational Abilities: Highly detail-oriented, capable of efficiently managing complex tasks to ensure that conferences and events run smoothly and to schedule.

12. **Application process:** Applications (comprising of a Cover Letter, CV and references) can be submitted to internships@unidroit.org no later than **12 January 2025**.

¹ Transnational Law, Contracts and Arbitration, Access to Credit, Financial Markets and emerging technologies, Private Law of Agriculture, Cultural Property, Procedural Law and Sustainability.