

Internship vacancy notice

Legal intern / trainee

Post:	Legal intern
Deadline for applications:	26 March 2020 10 April 2020 (date extended)
Duration:	3 to 6 months
Location:	Sèvres, outskirts of Paris, France

The *Bureau international des poids et mesures* (BIPM) is an intergovernmental organization whose mandate is to provide the basis for a coherent system of measurements throughout the world, traceable to the International System of Units (SI). The BIPM is based in Sèvres, in the outskirts of Paris (France), and has an international staff of about 70. Further information can be found on www.bipm.org.

The BIPM's Legal Service seeks to recruit an intern to work full time for a period of three to six months. He/she will report directly to the BIPM's Legal Advisor, or to the Director, as required.

Duties and responsibilities

- Provides assistance regarding legal matters arising under public international law, international administrative law and international institutional law affecting the BIPM;
- Provides assistance with, amongst others, advice, litigation, research and analysis, in the following areas: administrative issues, contractual matters and external relations;
- Conducts legal research on issues related to international administrative law, international civil service law and international law;
- Provides legal advice on issues related to staff employment conditions in conformity with the BIPM internal Rules and Regulations and with the case law of international administrative tribunals; and
- Assists in the preparation of memoranda and any other document as required.

Required qualifications

Education

- Candidates must have a university law degree. An advanced university degree in international law or international administrative law would be a strong asset. Candidates are expected to have a very good record of academic performance.

Experience

- Internship placements focus on candidates in the early stages of their professional careers. Therefore, work experience is not an essential prerequisite for selection. However, practical legal experience in the field of international, institutional, administrative or contractual law may be considered an asset.

Skills and competencies

- Excellent research and drafting skills;
- Ability to adapt to a multicultural working environment;
- Strong analytical skills, effective communication, negotiation, diplomatic and advocacy skills;
- Strong teamwork skills (listens, consults and communicates proactively);
- Good computer skills (including Microsoft Office applications).

Languages

- Proficiency in French or English is required. Working knowledge of the other is desirable.

Stipend

Where funding is available, an intern may be provided with a reasonable monthly stipend, of an amount to be decided by the Director of the BIPM and under the conditions set forth in the internship agreement, in particular, to help cover the living costs and expenses incurred during the internship placement.

Work authorization and visa

It is the responsibility of interns to arrange for travel to and from the duty station upon commencement and conclusion of the internship placement. All related travel expenses, including visas, shall be borne by the intern, where applicable. The BIPM is not in a position to assist applicants in obtaining any type of visa or work permit.

Applications

Please send a covering letter in French and in English as well as a *curriculum vitae* to recruitment@bipm.org by midnight, Paris time, on ~~26 March 2020~~ **10 April 2020 (date extended)**.

Applications should include the names of two persons who can comment on the applicant's suitability for the internship placement (who will only be contacted with the prior permission of the candidate).

Only shortlisted candidates will be contacted.