



Hungarian Helsinki Committee

Hungarian Helsinki Committee – Policy for hosting international interns October 2019

General conditions

The HHC is not able to offer paid internships.

The desired minimum length of an internship is **three months, but longer-term, full-time internships (minimum six months) are strongly preferred.**

To be eligible for an "international internship" with the HHC, the applicant should:

1. Have detailed knowledge about and be committed to the HHC's mission and activities;
2. Be firmly committed to human rights, equal treatment, democratic values, and social justice;
3. Be aware of the HHC's current operational context in Hungary (and a broader European context);
4. Be proficient in written and spoken English, including the terminology of her/his envisaged focus topic(s) while hosted by the HHC;
5. Have a degree in law, or - if relevant to the focus topic(s) of the internship - in another relevant domain of social science, or be at an advanced phase of these studies;
6. Have sufficient experience regarding the focus topic(s) of the internship, through prior studies and/or work experience;
7. Be a punctual, reliable, open, efficient and flexible person, ready to adapt to the organizational culture of a medium-size human rights NGO;
8. Be legally eligible to reside and work as an intern in Hungary.

Depending on the focus topic(s) of the internship, the knowledge of other languages may be required or considered as an asset, as well as other specific requirements may be determined.



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How to apply

Internship applications should be sent to helsinki@helsinki.hu and should include:

- A curriculum vitae in English;
- A cover letter answering the following questions:
 - Why would you like to be an intern with the HHC, considering its particular operational context, mission, and activities?
 - Why do you think you fulfil the above conditions?
 - What would be your main contribution to the HHC during the internship?
 - What knowledge and skills would you like to acquire/develop during the internship?
 - The exact time of the proposed internship (start and end date, full or part-time);
- Optional: Any relevant documents (university/conference paper, article, blog article, thesis, research study, intervention/lecture/podcast available online, etc.) that demonstrate the applicant's expertise and ability to contribute to the HHC's work.

We do accept unsolicited applications. Please note the HHC has limited possibilities to host interns; therefore, candidates are encouraged to wait for specific internship calls advertised through the HHC's website and social media channels.

Administrative processes and orientation

1. All interns receive orientation upon the start of their internship period by their supervisor. The orientation includes their introduction to the HHC's staff, activities, and the specific area in which the intern will perform her/his tasks.
2. The intern and the HHC will sign an internship contract at the beginning of the internship. The contract specifies the intern's working schedule, tasks, and responsibilities.
3. Upon request, the HHC is available to provide practical advice regarding the intern's temporary stay in Budapest.
4. At the end of the internship, the HHC can issue, upon request, an internship certificate, or a reference letter to the intern.