



Internship

3 months (2 April – 28 June 2013)

Who we are

UPR Info is a non-profit, non-governmental organisation (NGO) based in Geneva, Switzerland. The organisation's aims are to both raise awareness and provide capacity-building tools to the different actors of the UPR process, such as United Nations (UN) Member States, NGOs, National Human Rights Institutions and civil society in general. *UPR Info* is the first and only NGO entirely dedicated to the UPR.

Created in February 2008, *UPR Info* is currently composed of two permanent staff members and headed by its President Bertrand G. Ramcharan, former acting High Commissioner for Human Rights.

Since the inception of the mechanism in April 2008, the organisation has developed a unique expertise on the process itself. This knowledge is widely recognised by other actors and *UPR Info* is regularly invited to participate in numerous conferences and trainings on the UPR.

UPR has three programmes: 1/ *Support NGOs' engagement in the UPR process*: We provide information, analyses, explanations, and learning tools to NGOs through our website. 2/ *Follow-up*: We publish reports assessing the implementation of recommendations by States in between two reviews by collecting information from the Government, the national institution, NGOs and UN agencies. 3/ *Pre-sessions*: We organise meetings in Geneva between Permanent Missions and NGOs to provide a platform to civil society to brief countries on the human rights situation in countries.

UPR Info is in Special Consultative status with ECOSOC since 2012.

Our internship Programme

UPR Info has been working with interns since its creation. In total, 26 interns have been part of our internship programme, for a length from 3 months to 6 months, either full time or part time. Interns are of great importance to UPR Info and are given high responsibilities. They are fully involved in the work of the organisation and produce meaningful and useful work. They are supervised but

also given task to perform on their own. We strive to make internships a unique and learning experience for the students.

1) Description

The intern will manage the website (no IT skills needed) in English, French and Spanish, uploading documents and maintaining our database of recommendations. She/he will also prepare data and reports for our follow-up programme as well as undertake studies on the UPR process.

The intern will also monitor the UPR 16th session in April and attend parts of the 23rd Human Rights Council session in June.

Finally, she/he will be deeply involved in the UPR process and experience a first-hand insight into the work and functioning of a small NGO.

2) Profile needed

- Degree in human rights, international relations or international law;
- Interest in international human rights mechanisms and the United Nations system;
- Particular interest in the Universal Periodic Review;
- Strong analytical skills and dedication;
- Fluent in English;
- Knowledge of Spanish and French a plus

3) Internship conditions

The internship is full time for a period of 3 months from 2 April to 28 June 2013.

A small stipend will be offered for the total duration of the internship.

4) How to apply

Please send you CV and Cover letter to info@upr-info.org by 1st March.

Contact details

UPR Info

Rue de Varembé 3
1202 Geneva CH
P: 022 321 77 70
F: 022 321 77 71
info@upr-info.org
www.upr-info.org