Internship Opportunity at Canadian Trade Office in Taipei
General Relations Section (Political, Economic and Public Affairs)

SUMMER PROGRAM APPLICATION DEADLINE IS June 14, 2013, 4:00 PM

The Canadian Trade Office in Taipei (CTOT) seeks an intern in the General Relations (GR) Section to begin in July/August 2013. The CTOT represents Canada in Taiwan in the absence of official relations and is staffed by officials of the Department of Foreign Affairs and International Trade (DFAIT). This internship will provide the successful candidate with an in-depth understanding of how an overseas mission puts Canadian diplomacy into practice.

The General Relations (GR) Section is responsible for providing wide-angle, integrated policy advice and analysis on the full range of bilateral issues between Canada and Taiwan. It also provides mission-wide communications services, organizes public affairs activities, develops programming on public policy issues and promotes Canadian education and youth exchanges. An intern in the GR Section will:

- monitor Taiwan’s political and economic landscape, drafting timely reports on trends and events affecting Canada’s bilateral interests/activities in Taiwan;
- conduct advanced research covering various issues of interest including governance and democratic development, human rights (incl. LGBT issues), domestic politics, and security issues;
- create content, monitor and seek ways of improving the mission’s social media platform and other communications tools;
- assist with the planning and delivery of all aspects of incoming visits and mission events;
- develop special projects and perform other duties as required.

The internship is for a six month period. Please note that in exceptional cases, the duration of the internship may be shorter or longer than six months. The intern must be able to relocate to Taiwan. The costs associated with the internship (relocation, housing, and living expenses) are to be supported by the candidate. In accordance with Government of Canada policy, interns will not be eligible for benefits such as statutory holiday, overtime compensation, sick leave, etc. The candidate must complete a standard federal government security check before the internship begins.

Duration
Internships may be full or part time, with working hours to be determined in consultation with the CTOT intern supervisor.

Eligibility
Canadian citizenship or permanent residency required. Applicants should be comfortable working in a foreign environment. Excellent speaking and writing skills in English or French are essential; knowledge of written and/or spoken Mandarin is an asset. A Bachelor’s degree in Business, International Relations or any other fields related to the work of the Trade Section is required. The applicant must be a student or recent graduate from the University of Toronto.

HOW TO APPLY
To be considered for an internship, applicants must submit the following: (1) applicant summary form; (2) CV, maximum 2 pages; (3) formal statement of interest – strictly one page – stating why you are interested and why you would make a good candidate; (4) complete and updated unofficial transcript.

Only complete applications will be accepted. Email submissions must be sent as a single word or pdf document to ai.asianstudies@utoronto.ca. The document title should be in the following format: “SURNAME Given name CTOT2013”. The subject line of the email should read “Internship position at CTOT”.

We thank all applicants for their interest but only those to be interviewed will be contacted.

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