

# SEforALL Internship Programme

## – Frequently Asked Questions (FAQs)

MAY 2023

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### Before your internship

#### 1. When and where should I apply?

All internship applications should be submitted online when vacancies are published on the SEforALL website. Applicants will be directed to a link for this purpose. Applications submitted by other means directly to SEforALL will not be considered. Provided that all eligibility criteria are met, candidates are encouraged to apply to the internship role fitting their profile well before the deadline.

#### 2. What should I focus on in the motivation letter?

The focus of your letter should be to express your motivation to work for SEforALL, including how you would benefit from an internship experience and what you think your contribution to the organization could be. We suggest you also indicate the team(s) or the area of work you would be most interested in working in and why. Finally, it is good to underline how your academic background and any experience you have prepared you for this role. Indicate the essential skills and behaviours you possess which enable you to work successfully in a team within a multicultural and international context.

We recommend that candidates affiliated with a University with an internship agreement with SEforALL include this information in the letter and the application form.

#### 3. I have applied for an internship. Will I be informed about the outcome of my application?

We expect to receive high volumes of applications. Applicants who submit their applications via the indicated online platform will be informed of their application's status in due course. However, SEforALL is not in a position to provide individual feedback to candidates who have not been shortlisted and interviewed.

#### 4. How is the SEforALL Internship interview?

Only selected applicants will be contacted for the interview, which lasts about 30 – 45 minutes and is conducted via Zoom or face to face depending on the candidate's location. The interview questions vary depending on the role of the hiring team, but typically interviews will not necessarily be technical. The conversation will usually focus on the candidate's interest and motivation, background, experience, behaviour and, where applicable, specific knowledge that may be technical and relevant for the work area.

#### 5. Are interns eligible for medical insurance during their internship at SEforALL?

No. Interns are responsible for securing adequate medical insurance for the duration of the internship with SEforALL. They must show proof of valid medical insurance with necessary geographical coverage for both accident and illness. SEforALL will not reimburse nor contribute to the intern's medical insurance.

#### 6. My University is willing to pay for my internship assignment. What should I do?

If your University or other entity can partially or fully sponsor your internship, please inform the SEforALL Human Resources Team at [careers@seforall.org](mailto:careers@seforall.org) to obtain additional guidance and instructions. SEforALL is grateful to funders supporting interns to participate in the organization's internship programme.

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## 7. Who should I contact for further questions not already covered?

Please send an email to [careers@seforall.org](mailto:careers@seforall.org)

## During your internship

### 8. Where will I be based during the internship?

As a general approach, interns are not expected to relocate to SEforALL duty stations for the internship period. Suppose a selected candidate is not already based in one of the duty station cities (Vienna, New York City, Washington DC, Abuja), the intern will onboard and carry out assignments remotely. Selected candidates who are already based in one of the above SEforALL's official duty stations will have the option to be formally assigned to the relevant duty station and have access to the office.

### 9. What are the office hours?

For full-time intern, the standard office hours are total 40 per week, aligning with those of regular staff at SEforALL; whereas part-time interns' working hours mainly depend on the team's needs. In both cases, flexibility is provided to meet the requirements of time differences and to accommodate the intern. The exact working hours should be discussed and agreed upon between the intern and the supervisor.

### 10. What type of work will I be performing?

In general, interns are expected to carry out tasks that are in line with an entry level job. Candidates who have completed a PhD will be considered to have the equivalent of two years of experience. The specific tasks will depend on the priorities and needs of the team to which you are assigned, as well as your educational background and interests. Terms of Reference (TORs) for each intern role will be prepared by the hiring team and shared with the successful candidate before the beginning of the assignment.

To ensure you are assigned to the most suitable team, read about our work on the website and state your specific interest and preference in the motivation letter. As the organization is expanding and our work is evolving quickly, interns can work on programmes in more than one team. For more information on SEforALL [programmes](#) and [teams](#), please visit the corresponding pages.

## After your internship

### 11. What employment opportunities do I have after completing my internship?

The Internship Programme aims to provide young graduates with a meaningful work experience complementing their education. Interns should not expect that an offer for the internship will lead to longer term employment as a regular staff member of SEforALL during or after the internship.

SEforALL staff recruitments are open to applications from both internal and external candidates and are competitively selected. We encourage interns to apply to any job vacancies that may arise should they fulfil the requirements for the role.