

ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)

JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2021

DIVISION: Staff Advisory Group

BRANCH/SECTION: Office of the Legal Advisor

DETAILS OF PROJECT (as a minimum should cover principal duties and tasks): The intern will participate in a range of programmes in the Office of the Legal Advisor, under the tutelage of the Section Head, Legal Assistance and the ACT Legal Advisor. Duties may include:

- (1) Serving as the first point of contact for personnel requesting legal assistance, initially evaluate needs, and prepare correspondence/provide assistance as directed, during the peak period of HQ turnover;
- (2) Reviewing and updating (internal) standard operating procedures and published guidance to include topical information sheets, personnel guides and publications for newcomers and serving staff, and other relevant references. Update information on the web portals for the Office of the Legal Advisor to ensure consistency with published resources;
- (3) Reviewing applications for initial and renewal employment authorization documents as well as applications for renewal and changes of visa status for NATO and Partnership for Peace (PfP) personnel and dependents, and prepare packages for US. Department of State processing;
- (4) Conducting research of legal materials, analyse issues to formulate queries for computerised databases, determine relevant international agreements and treaties and national legislation and draft summaries of research on a variety of topics such as cyber defense, HQ engagement with industry and academia, as well as issues relating to the provision of legal support to military exercises;
- (5) Conducting legal research and developing point papers for enhancing the integration of NATO and EU legal communities across topics of mutual interest, and other matters in support of legal advisors in specific projects to be determined; and
- (6) Assisting in the drafting of international memoranda of understanding and associated implementing agreements affecting HQ SACT's involvement in operational support and outreach programmes to non-NATO nations.

EXPECTED DELIVERABLE(S): Full engagement in the intellectual life of the Office of the Legal Advisor, with a focus on mentored interaction with legal assistance clients, preparation of employment authorization and visa applications for Department of State review; research and writing projects should be anticipated, and will be conducted under the direct supervision of a legal advisor.

TYPE OF BACKGROUND/EDUCATION PREFERRED: Current or recent post graduate student in Law, Political Science, International Relations, or Humanities, with English proficiency, interpersonal skills, and experience in internet research, is preferred.