

**UNIDROIT Academy
Scholarship, Internship and Research Programme
Senior Internship Position Description
December 2024**

UNIDROIT 2024
Ref: AC 1333
English only
December 2024

SENIOR INTERNSHIP POSITION DESCRIPTION

UNIDROIT ASIAN TRANSNATIONAL LAW CENTRE SENIOR INTERNSHIPS

Please note that this Senior Internship position is supported by the China Scholarship Council and is therefore only open to applicants with Chinese nationality

APPLICATIONS DUE 12 JANUARY 2025

1. **Organisation:** International Institute for the Unification of Private Law (UNIDROIT).
2. **Job Title:** Senior Intern.
3. **Positions Available:** 1.
4. **Internship Duration:** 1 March 2025 to 28 February 2026 (12 months), with the potential for renewal as a Project Consultant an additional 12 months, based on performance.
5. **Location:** UNIDROIT Headquarters in Rome, Italy.
6. **Financial allowance:** Senior Interns, upon successfully completing the selection processes by UNIDROIT and CSC, will receive a monthly CSC scholarship of 1,800 EUR for the duration of their internship. Please refer to <https://www.csc.edu.cn/article/2769> for more details.
7. **Background:** The International Institute for the Unification of Private Law (UNIDROIT) is an independent intergovernmental organisation that was originally established in 1926 under the auspices of the League of Nations. UNIDROIT has 65 Member States and 116 Connected States, representing 74% of the world population and over 90% of global nominal GDP. UNIDROIT's objective is to develop modern international standards for commercial and private law. UNIDROIT has a primarily legislative function, and has prepared over 30 international instruments (treaties, model laws, model clauses, legal principles and legal guides) on various topics.
8. Established in 2024, the UNIDROIT Asian Transnational Law Centre (ATLC) is a part of the UNIDROIT Academy. The ATLC's objectives are to (i) establish a legal hub for Asian transnational law at the UNIDROIT Headquarters in Rome; (ii) promote the work of UNIDROIT, UNIDROIT instruments and UNIDROIT projects in Asia; and (iii) strengthen connections between UNIDROIT and relevant academic institutes, legal institutes, regional institutes, law firms and private sector stakeholders in Asia.
9. **Job Description:** UNIDROIT is seeking one motivated Senior Intern to work on the delivery of a range of activities organised by the ATLC. Senior Intern will work closely with the two Co-Directors of the ATLC and other UNIDROIT staff in delivering their responsibilities. Key responsibilities include:
 - a. Library, publications and translations: Procurement and organisation of resources for the ATLC section of the UNIDROIT Library, preparation and publication of materials

that promote the work of UNIDROIT in Asia, facilitation of translations of UNIDROIT instruments into Asian languages.

- b. Secondments, scholarships, internships and research opportunities: Organisation of scholarship and internship opportunities for Asian scholars and law students at the UNIDROIT Headquarters.
- c. Events, consultations and meetings: Organisation of ATLC events on UNIDROIT instruments and projects in Asia, organisation of ATLC forum events at the UNIDROIT Headquarters in Rome organisation of periodic webinar events as part of the "ATLC Seminar Series".
- d. Other activities: Organisation of the inaugural UPICC International Arbitration Moot in 2025, any other activities as directed by the UNIDROIT Secretary-General, ATLC Co-Directors, or internship supervisors.

10. **Educational qualifications**: Master's degree or higher in management, administration, social sciences, languages or law. Preference will be given to candidates with backgrounds in English translation, foreign languages, and international studies. The scholarship application requirements can be found on the China Scholarship official website: <https://www.csc.edu.cn/article/2769>.

11. **Professional Experience:**

- a. Experience in organising large-scale international conferences, with comprehensive knowledge of all stages from planning to execution.
- b. Proven ability to coordinate resources, manage schedules, and maintain effective communication with all involved parties. Experience with international organisations is highly preferred.
- c. Experience in the drafting, proofreading, editing and formatting of reports, letters, agendas, memos and other documents.

12. **Skills and Competencies:**

- a. Language Proficiency: Minimum IELTS score of 7.0 or TOEFL score of 94. Strong English communication skills, both written and spoken (English is the primary working language).
- b. Multitasking and Deadline Management: Skilled in handling multiple tasks effectively, meeting deadlines under time constraints.
- c. Organisational Abilities: Highly detail-oriented, capable of efficiently managing complex tasks to ensure that conferences and events run smoothly and to schedule.

13. **Application process**: Applications (comprising of a Cover Letter, CV and references) can be submitted to internships@unidroit.org no later than **12 January 2025**.