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Foreign & Commonwealth Office Internships 2025 Apply Here

Description

Join the Foreign, Commonwealth and Development Office (FCDO) as an Intern and gain invaluable experience in diplomacy, international relations, and development. The FCDO offers dynamic and enriching internship opportunities aimed at talented individuals eager to contribute to global affairs, diplomacy, and policy-making.

Responsibilities

- **Research and Analysis:** Conduct research on diverse global issues, analyzing data, trends, and policy implications to support the formulation of diplomatic strategies and development initiatives.
- **Support Projects:** Assist in various projects related to international relations, humanitarian aid, trade, or other areas within the FCDO's scope.
- **Assist in Policy Development:** Contribute to the development of policies and strategies by providing insights and recommendations based on thorough research and analysis.
- **Administrative Support:** Offer administrative support to teams, including scheduling meetings, organizing events, and handling correspondence.
- **Engagement and Communication:** Collaborate with internal and external stakeholders, participate in meetings, and potentially represent the FCDO at various events or conferences.

Qualifications

- Strong interest in international affairs, diplomacy, development, or related fields.
- Excellent research, analytical, and critical thinking skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and in a team, with attention to detail and a proactive attitude.

Job Benefits

- **Learning and Development:** Gain hands-on experience and exposure to various aspects of international relations, diplomacy, and development.
- **Networking Opportunities:** Engage with experts, diplomats, and professionals in the field, expanding your network and knowledge base.
- **Mentorship:** Access guidance and mentorship from seasoned professionals in the FCDO.

Contacts

- **Visit the FCDO Website:** Go to the official website of the FCDO. Look for the "Careers" or "Jobs" section, where you'll likely find information about available internships.
- **Explore Internship Opportunities:** Browse through the listed internships to find the one that aligns with your interests and qualifications. Read the job

Hiring organization

Foreign, Commonwealth and Development Office

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Ottawa, Ontario, Canada, K1A,
Ottawa, Ontario, Canada

Working Hours

09

Date posted

April 20, 2024

Valid through

16.12.2026

description, requirements, and responsibilities carefully.

- **Prepare Application Materials:** Update your resume/CV and draft a tailored cover letter highlighting your skills, experiences, and why you're interested in interning at the FCDO. Ensure your application materials showcase your enthusiasm and relevance to the internship role.
- **Submit Application:** Follow the specific instructions provided on the FCDO website for submitting your application. This might involve completing an online application form, uploading your resume and cover letter, and possibly other requested documents.
- **Double-Check Application:** Review your application materials thoroughly to avoid any errors before submitting. Ensure all required documents are attached and the application is complete.
- **Follow-Up:** After submitting your application, you might receive an acknowledgment email confirming receipt. If not, consider reaching out politely after a reasonable period to ensure your application was received.
- **Prepare for Interviews:** If selected, prepare for potential interviews. Research the FCDO, understand current global issues, and be ready to discuss your experiences and how they relate to the internship role.