

Application for Internship/Employment

Full name: _____

Citizenship: _____

Country of residence: _____

Starting Date :

(date when the selected candidate is expected to start)

**Specify your interests for work
at the ACD and desired field of action/activity:**

Projectproposal:

Funding opportunities:

Expected Core Values:

-Integrity:

- Demonstrate consistency in upholding and promoting the values of ACD-Agency for Cultural Diplomacy in actions and decisions, in line with the ACD-Code of Conduct.

-Professionalism:

- Demonstrate professional competence and expert knowledge of the substantive areas of work and beyond

-Cultural sensitivity and valuing diversity:

- Demonstrate an appreciation of the multicultural nature and diversity of the ACD and its members, partners, fellows, friends and beyond;
- Demonstrate an international outlook, appreciating difference in values

Competencies

-Ethics and Values:

- Demonstrate and safeguard ethics and integrity.

Organizational Awareness:

- Demonstrate corporate knowledge and sound judgment.

Development and Innovation:

- Take charge of self-development and take initiative.

Work in teams:

- Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

-Communicating and Information Sharing:

- Facilitate and encourage open communication and strive for effective communication.

-Self-management and Emotional Intelligence:

- Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards other.

-Conflict Management/Mitigation/Prevention:

- Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

-Continuous Learning and Knowledge Sharing:

- Encourage learning and sharing of knowledge.

-Appropriate and Transparent Decision Making:

- Demonstrate informed and transparent decision making.

-Functional Competencies:

- Ability to handle administrative processes and transactions;
- Ability to perform work of confidential nature and handle a large volume of work;
- Good IT and web-based management skills.

Required Skills and Experience

Education:

- The intern/employee must be enrolled in a post-graduate school program; be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent); have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Language:

- Excellent communication skills (written and oral) in English are required; working knowledge of

another languages is a distinct advantage

Interns and employees are not financially remunerated by ACD.

Application Information:

- A completed application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed.
- Kindly note, that ACD will only be able to respond to those applications in which there is a common interest.
- Selected applicants must provide the personal ID/passport

Once the candidate has been selected, the following additional documents must to be submitted:

- One letter of recommendation
- Once the internship/time of employment has been completed candidate will send final report about general impressions on cooperation with the ACD-Team, list of activities done during the internship, send some notes about new skills developed during the internship and in return, ACD-team will provide the candidate with the letter of gratitude and recommendation

ACD – Internship/Employee Policy:

- ACD does not provide a salary or remuneration for the internship/employment;
- All the expenses connected with the internship/employment will be borne by the intern, sponsoring Government or funding institution;
- ACD accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;

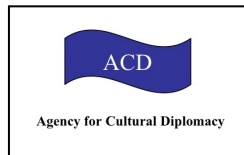
THE ACD – Agency for Cultural Diplomacy DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE ACD DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS. All applications will be treated with the strictest confidence.

On behalf of the ACD-Agency for Cultural Diplomacy team,

Tatjana Christelbauer, ACD founder and director
In Vienna, on May 12th 2017

E: info@acdvienna.org

W: <https://www.acdvienna.org>



ACD- Agency for Cultural Diplomacy Code of Conduct

In being admitted to Membership, Partnership or Fellowship of the ACD-Agency for Cultural Diplomacy ACD-ambassadors, members, partners, individuals, interns and organisations are required:

- to uphold, by their conduct and competence, the honour, dignity and reputation of the ACD.
- to safeguard, as far as it is in their power to do so, the public interest in professional, social, environmental, cultural and safety matters.
- to commit themselves to their own continuing professional development in practice and theory of cultural diplomacy, which promotes values as defined in the UN Universal Human Rights Declaration, and create activities which will contribute to improvement of the UN Sustainable Development Goals, SDG's 2030, so as where appropriate, encourage others by their capacities.
- to respect the confidentiality, dignity and integrity of their associates and partners.
- to maintain the highest ethical standards in all their professional activities.

The ACD-Agency for Cultural Diplomacy embodies a unique culture of learning, networking and collegiality. This culture is developed through mutual respect and the collective desire to initiate and to support regional and international activities, which will directly contribute to peace and safety through the practice of attentive relations within social and natural environment, to build networks among distinguished professionals, students, and other interested who are effective agents of change in the global community.

The **culture of the ACD-internal and external communication** is based on **friendly** and **kind, meaningful** but **simple and clear** messages, **respectful conversation, dialog, debate** and **efficient use of time** and all other resources. ACD-Team sets on **fairness** and **equal opportunities** for interested to contribute to the ACD-activities or to initiate ACD- related projects, to attend ACD- events, to become members, partners, supporters and friends.

By signing of the **ACD-code of conduct**, all ACD partners, members, supporters, fellows and friends will confirm their agreement to **avoid any kind of racism, hate speech, discrimination, violence** and all other actions which are not in accordance with the ACD values, as defined in our statutes.

Within all fields of action, ACD- Team and its ambassadors, members and fellows will **practice and promote respect for social and natural environment, appreciate all human kind in their dignity, show respect for all confessions, traditions, cultures and lifestyles** which are **not directed against other people, their culture, values, traditions and beliefs, against nature and the Universal Human Rights.**

Tatjana Christelbauer ACD-President

Vienna, 12th Mai 2016

Signature

Candidates/partners/other: