



INTERN JOB DESCRIPTION

2024-2025

Roles	Consulate Intern	Team	Consulate
Reports to	Consulate Coordinator	Place of internship	Embassy of Senegal in London - 47 Bedford Row, London WC1R 4LR
Hours	15H / week 9:00 a.m. to 5:00 p.m.	Compensation	£30 daily (transport & lunch)

SUMMARY

The Embassy offers students the opportunity to apply for internships with the Embassy. The internship is mainly focused on tasks such as welcoming and assisting visitors, responding to public queries, sending off new passports and other documents, updating various databases. Also attending meetings, taking minutes and reporting on them, assisting in events related to culture and public diplomacy. Updating the embassy's online presence. This internship is open to student of all backgrounds and abilities.

DUTIES & RESPONSIBILITIES

Key area	Tasks
Customer service	Monitor the reception area by engage with customers in person, by email or phone in a positive, approachable, and respectful manner.
	Provide assistance/advice to visitors
	Fulfilling tasks set out by supervisors.
Clerical tasks	Collecting and processing various applications (passports, consular cards, document certification, etc...). Monitoring of enquiries, by email or telephone
	Updating the file of users registered with the embassy.
	Preparation of secure postal shipments of letters, passports and ID cards
Research & Development	Updating social media platforms.
	Assist in the development, planning and management of events.

REQUIRED SKILLS

Desirable knowledge

- Strong communication abilities
- Good research & writing skills
- Good level of French
- Proficiency in IT and office tools
- Content creation skills

Personal qualities

- Patience and courtesy
- Confidentiality
- Quality of listening and response
- Dynamism
- Versatility
- Positive attitude and willingness to learn

ADDITIONAL REQUIREMENTS

- Must be available to work flexible hours
- Must be registered at a UK higher education establishment
- Proof of UK address less than 3 months old
- Proof of right to live and work in the UK
- Copy of ID