



## Internship Electoral Processes Team

The International Institute for Democracy and Electoral Assistance – International IDEA – is an intergovernmental organization that supports sustainable democracy worldwide. Its objective is to strengthen democratic institutions and processes. International IDEA acts as a catalyst for democracy building by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

International IDEA’s notable areas of expertise are: electoral processes, political participation and representation, constitution-building processes, democracy assessment and political analysis. International IDEA works worldwide. It is based in Stockholm, Sweden, and has offices in 18 countries.

The Intern will be working on one or several election related knowledge products and advisory services relating to topics such as electoral risk management, resilience-building and crisis management, protecting elections in the information environment, natural hazards and elections, and more.

### *Internship Activities*

This internship will support International IDEA’s Global Knowledge Products project under Electoral Processes (EP) in Stockholm. The Intern, under the guidance of the Head of Team, Electoral Processes or a designated staff member shall perform the following duties:

- a) Support the development of knowledge products and curriculum through research, version support, event support and support to designated experts, writers and editors on the topic on Protecting Elections (risk management, resilience-building and crisis management);
- b) Support the development/maintenance of dashboards that relate to natural hazards and elections;
- c) Complete weekly country case brief on national elections across the globe, peer review country briefs of intern colleagues, and, with intern cohort, conduct a quality review of full country brief package ahead of final review by EP staff member and publication on the Global Election Monitor Dashboard;
- d) As assigned, ensure that information or advisory service requests received from external organizations or IDEA regional offices are logged, tracked and actioned quickly and efficiently;
- e) Research to update databases or specialist pages;
- f) Support the Electoral Processes Team’s work on the information environment surrounding elections;
- g) Support Follow up for the Summer 2025 Stockholm Conference on Electoral Integrity and related events (eg.: Canberra Series Successor);
- h) Perform other duties as requested per the intern task tracker sheet.



*Expected outcome/learning opportunities:*

The objective of the Internship is to provide a learning opportunity for an interested and talented student within a relevant study area. The Intern is expected to act as part of the team, learning from all team members in their different capacities.

The Intern will further develop applied analytical and research skills and will benefit from the position by gaining insights, experience and knowledge on:

1. Working in an international and multilingual organization
2. The changing and innovative ways in which election management intersects with the deepening of democracy
3. Networks and experts in the field of elections and democracy

*Qualifications and required skills:*

- Previous work or research experience within the field of electoral processes is an asset.
- Analytical, drafting and problem-solving skills.
- Experience with conducting research on international and sensitive topics
- Ability to appreciate diversity and work as part of a team in such an environment.
- Ability to assess, manage and structure information.
- Good interpersonal skills.
- Knowledge of Microsoft Office package (including Excel) and Internet.
- Knowledge of information management systems.