



LEGISLATIVE ASSEMBLY OF TONGA

Call for Expressions of Interest (EOI): INTERNSHIP

Position: Unpaid Internship

Division: Committees and Library Division

Location: Parliament of Tonga, Nuku'alofa

Duration: 3 months (25 October 2023 – 25 January 2024)

Application Deadline: 22nd September 2023.

About Us:

The Legislative Assembly of Tonga plays a vital role in shaping the future of our nation. We are committed to fostering civic engagement, supporting democratic processes, and representing the interests of the Tongan people. We are pleased to announce an exciting opportunity for an Intern to join our dynamic team.

Internship Overview:

The Intern will be based at the Committees and Library Division of the Office of the Legislative Assembly of Tonga. As an Intern, you will have the unique opportunity to assist in facilitating the work of the parliamentary committees and gain hands-on experience in the heart of our parliamentary processes. This internship offers a valuable learning experience for individuals passionate about serving the people of Tonga, through the work of parliament and its committees.

Key Responsibilities:

- Assist in researching and preparing materials for parliamentary committees.
- Support the drafting and editing of committee reports and documents.
- Collaborate with committee members and colleagues to ensure efficient committee operations.
- Engage in data collection, analysis, and reporting on relevant legislative issues.
- Attend and document committee meetings and hearings.
- Contribute to the overall work of the Parliament of Tonga.

Qualifications:

We are seeking dedicated and enthusiastic individuals who meet the following criteria:

- Currently enrolled in or have completed a relevant degree program. Priority areas are law, environment, climate change, health, geography, social sciences, and business.
- Strong research and analytical skills.
- Excellent written and verbal communication skills.
- Attention to detail and a commitment to maintaining confidentiality.
- Proficiency in Microsoft Office Suite and related software.



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Benefits:

- Valuable experience in parliamentary affairs and legislative processes.
- Exposure to the inner workings of the Tongan Parliament.
- Mentorship and guidance
- Networking opportunities
- Certificate of completion upon successful internship.

Application Instructions:

Interested candidates are invited to submit the following documents by 22nd September 2023:

- A cover letter expressing your interest in the Internship.
- An up-to-date resume or curriculum vitae (CV).
- A certified copy of your most recent academic transcript.
- Contact information for at least one academic or professional reference.

Please email your application to gloria.poleo@parliament.gov.to with the subject line " Internship Application - [Your Name]".

Important Dates:

Application Deadline: 22nd September 2023 | 4:30 pm

Interview Period: 26-27 September 2023.

Internship Start Date: 25 October 2023.

Contact Information:

For inquiries or further information, please contact Veronica Heimuli at (676)-24455 or veronica.heimuli@parliament.gov.to .

Join us in making a meaningful contribution to the legislative process in Tonga. This internship provides a unique opportunity to engage with parliamentary affairs and develop valuable skills that will benefit your future career.