CITYNET YOKOHAMA OFFICE INTERNSHIP REQUIREMENTS

CITYNET internship programme is offered throughout the year for qualified and interested individuals. The internship can be with the Institution or the Programme division of the CITYNET Yokohama Office. Generally, the **Institution** division deals with internal and administrative work including work for updating the Japanese website, Japanese publications and other daily administrative work.

The **Programme** division deals with diverse CITYNET programmes and projects, trainings, workshops and seminars that are held both in and outside of Japan. The activities of the Programme division are generally coordinated with local governments, NGOs/CBOs and international organisations. This division also works with the **Communications** division which deals with the English version of the website, publications, and newsletters.

CITYNET provides internships to all qualified individuals regardless of national origin, gender, ethnic background, race, religion, political affiliation or disability. However, due to the limited office space, internships will be based on the availability of vacancies. For further information, please contact us.

**I. Required qualifications:**

1. College/university students in the 3rd year of above interested in international development work and majoring in relevant subject(s) (International Relations, Public Policy/Administration, Asia-Pacific Studies, Political Science, Development Studies, Environmental Studies, Urban Planning, Disaster Management, Community Development, Sociology, etc.).
2. Graduate/Post-graduate student currently doing research, and/or planning on further studies and/or seeking a career in an international organisation.
3. Individuals seeking a career with an international organisation dealing with development works and having a commitment to contribute to the better world.
4. Ability to work in a diverse office environment.
5. Ability to communicate professionally within the office and with member cities/organisations.

**II. Preferred qualifications:**

1. Previous volunteer or work experience in communities or international organisations. Reference letters would be recommended.
2. Travel, working or living experience in a developing country.
3. Technical knowledge of computers, database and/or web sites.

**III. Languages:**

The working language at CITYNET Yokohama Office is English. However, Japanese language ability or ability in any other Asian language would be an asset. We also welcome non-Asian language abilities.

**IV. Working Hours:**

The general office hours are from 9:30am-6:00pm, Monday-Friday. Interns may apply for hours which may be less than the general working hours.
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V. Minimum required hours:
Interns are expected to work for a minimum of **5 hours a day, 3 times a week** for a total of **at least 140** hours during his/her internship period which should not be less than 1 month.

VI. Commutation allowance:
In order to be eligible for the commutation allowance, the following criteria has been set:

1. An official Memorandum of Understanding between the university and CITYNET Yokohama Project Office needs to be signed which ensures regular dispatch of interns to the office.
2. The internship needs to be for obtaining credit hours which applies to the university.
3. The intern needs to fulfil all criteria as stated in this document.

Interns fulfilling the requirement shall be eligible for commutation expenses however not exceeding JPY18,000 per month.

VII. Remuneration and Visa:
Whereas CITYNET will do its utmost to support and ensure positive experiences for interns, CITYNET Yokohama Office does not provide remuneration (salary or allowance), health insurance, employee benefits nor visa sponsorships. However, as mentioned in Section VI of this document, interns fulfilling the minimum required hours may be eligible for commutation expenses.

VIII. How to apply:
Please send the completed Application Form, Resume, and a cover letter stating your interested area of work in English. Please refer to the CITYNET Yokohama Office Internship Application Guidelines for further details.