



DESCRIPTION:

Location: Mumbai, India

Department: Scholarship & Analysis; Operations

Length of Internship: Flexible (minimum 90 days, except in certain circumstances)

Salary: Unpaid; Accommodation provided only under exceptional circumstances.

Gateway House: Indian Council on Global Relations is a **foreign policy** think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

Gateway House's Studies Programme is at the heart of the institute's scholarship, with original research by global and local scholars in Geo-economics, Geopolitics, National Security-Ethnic Conflict-Terrorism, Maritime Security, Democracy and Nation-building, BRICS & Bilaterals, Science-Technology-Innovation, Energy and Environment, Foreign Policy Analysis.

In consultation with the Executive Director, the intern will identify, plan and execute research on topics related to Gateway House's priorities.

Responsibilities and Expectations:

For Graduate students:

- Undertake various primary research tasks, conduct historical analysis and locate relevant literature for Gateway House's Studies Programme
- Attend meetings and other programs on foreign policy issues; represent Gateway House at public events
- Interview Indian foreign policy and corporate business leaders; incorporate findings and recommendations into strategic reports
- Conduct educational outreach and marketing to Indian universities, government officials and community leaders; promote Gateway House via internet and social networking sites
- Contribute to general administrative tasks
- Bi-monthly review sessions to review progress on tasks assigned and goals
- Final presentation to the Gateway House management, of internship accomplishments and feedback
- **Those graduate students with existing masters theses or research projects: subject matter should dovetail with Gateway House focus areas, and**

Cecil Court, 3rd floor, Next to Regal Cinema, Colaba, Mumbai 400 039, India
Office: +91 22 22023371, Email: info@gatewayhouse.in, Website: www.gatewayhouse.in



research subjects should have been identified prior to the start of the internship.

- **Some graduate students will have the opportunity to design their own mutually-beneficial and previously vetted research project for the period.**

For Undergraduate students:

- Research and writing entries for the Gateway House Wiki
- Assist in marketing and outreach efforts to membership and wider public
- Promote Gateway House via internet and social networking sites
- Final presentation to Gateway House management of internship accomplishments and feedback

Preferred Qualifications:

- Student in international affairs/public policy/political science/economics/history
- Strong demonstrated interest in India and South Asia
- Excellent research and writing skills
- Resourceful, attention to detail, Self-Starter, Motivated, Ability to work independently
- Research interest in one or more of the following: (Geo-economics, Geopolitics, National Security-Ethnic Conflict-Terrorism, Maritime Security, Democracy and Nation-building, BRICS & Bilaterals, Science-Technology-Innovation, Energy and Environment, Foreign Policy Analysis)
- Strong Microsoft Office skills, Relevant foreign language skills a plus

Please submit a C.V., a covering letter indicating your interest in Gateway House and motivations for working with us, and a recent short writing sample. Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.

Your application should be emailed to info@gatewayhouse.in with the subject "Internship Application – YOUR NAME"