

# Terms of Reference – Internship, Spring 2026

## Dag Hammarskjöld Foundation, Office of the Executive Director

### Strategic Partnerships Internship

The Dag Hammarskjöld Foundation is offering an internship position for active master level students and recent graduates in relevant areas such as international relations, peace and conflict studies, development studies, or related fields for the spring of 2026. This internship offers the intern an opportunity to develop their professional skills in a dynamic international environment by contributing to programmatic, strategic, and operational work of the Foundation while gaining valuable experience. The intern will play an integral role in the Foundation's work, collaborating primarily with the Executive Director while also contributing to other areas of the Foundation's activities as needed.

### Internship period

The internship will run for approximately 20 weeks, from mid-January 2026 to mid-June 2026, on a full-time basis, as agreed to by the intern and the Foundation. The exact dates will be determined in consultation with the selected candidate. Both parties have the right to terminate the internship period with two weeks' notice if either feels that their expectations are not being met.

### Description of the internship position

The intern will work closely with the Executive Director and contribute to the Foundation's strategic and operational activities. This includes support for outreach to donors and strategic partners, event planning and execution, and drafting of key planning documents.

### Duties and responsibilities

- Assist the Executive Director in organising meetings and seminars
- Assist the Executive Director in outreach to strategic partners and donors
- Assist the Executive Director in building strong relationships with current and prospective donors
- Main work will be to contribute to the implementation of the Foundation's Strategic Partnership Approach.
- Participate in implementing activities of the 2025 Annual Work Programme.

### Expectations and outputs

The intern is expected to deliver timely and high-quality contributions to meetings, strategic partnership outreach efforts, drafting of strategic funding partnership proposals, and support

dialogue, and effective coordination support for events and activities. All staff members are expected to work from the office in Uppsala, Sweden, at least three days per week.

The Foundation does not offer remuneration for internships but is willing to complete any paperwork needed for interns to receive external grants or stipends, as well as academic credit, during their internship period. Employment is not offered following the completion of an internship at the Foundation.

Interns are expected to maintain confidentiality outside of the Foundation regarding the details of internal meetings, collaboration, and related activities. All work conducted by the intern at and for the Dag Hammarskjöld Foundation will remain the property of the Foundation. The intern must therefore ask permission before using this work for other purposes.

### Supervision and support

The intern will report to and be supervised by the Executive Director. Regular check-ins and mentorship will be part of the internship experience to ensure that learning and mutual expectations are met.

### Qualifications and experience

Applicants should be enrolled in or recently graduated from a master's programme in international relations, development studies, political science, or a related field. Excellent social and networking skills as well as communication and writing skills in English are essential. Previous experience in donor relations, policy planning, or organising international events is an asset.

### About the Dag Hammarskjöld Foundation

The Dag Hammarskjöld Foundation was established in 1962 in memory of the second Secretary-General of the United Nations. Dag Hammarskjöld Foundation is a “think-and-do-tank” with a focus on effective multilateralism with the UN at the centre. The Foundation works in the legacy of the second Secretary General Dag Hammarskjöld to advance dialogue, principled policy, and effective practice for sustainable development and peace. The Foundation works with the UN, its Member States and other key stakeholders required to make the UN's work effective, transparent and accountable. The intern will have the opportunity to gain exposure to the Foundation's international network of representatives from UN agencies, civil society, governments and the research community.

### Applications

Please send your completed applications to [recruitment@daghammarskjold.se](mailto:recruitment@daghammarskjold.se) no later than **24 November 2025**, with “Last Name, First Name: Internship Application” in the subject heading. The application should be in English and include a short letter of interest, a CV, and a writing sample (can be an essay/thesis/report from your studies).

International applicants must ensure that their student residence permit in Sweden allows them to undertake an internship. If the internship is not part of their formal studies in Sweden, a separate permit from the Swedish Migration Agency may be required before applying.

More about the Foundation: [www.daghammarskjold.se](http://www.daghammarskjold.se)

For questions, please contact Financial Assistant Susanna Olrems:  
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