



The Lakshman Kadirgamar Institute of International Relations and Strategic Studies (LKI) engages in independent research of Sri Lanka's international relations and strategic interests, to provide insights and recommendations that advance justice, peace, prosperity and sustainability. The Chairman of the Institute is the Hon. Minister of Foreign Affairs.

LKI seeks high-achieving recent graduates and students for the following internships.

Communications Assistants

The Communications Assistant will be a key member of LKI's communications team. He/she will have the opportunity to work and learn in the areas of:

- Website content and social media management;
- Editing and proofreading;
- Designing visual content for LKI's publications;
- Media monitoring and press relations; and
- Publication production and promotion.

Programmes Assistants

LKI is looking for Programmes Assistants to join our administration team. Programmes Assistants will work to coordinate events on international relations, including with high-profile speakers. In addition to event-related work, he/she will also assist the Executive Director and Deputy Director on internal human resources, administration and finance related work.

A high degree of integrity and professionalism; multi-tasking and time management capability; and excellent written and verbal communication skills in English is required. In addition, applicants should have basic accounting skills required for administrative/finance related work.

Research Assistants

Research Assistants are normally recent graduates, or enrolled in tertiary study. Applicants should be able to write clearly and fluently in English, and some of the responsibilities include:

- Assist the research team in conducting research for LKI's products and analysis;
- Maintain and generate fact sheets on assigned foreign policy and economic issues;
- Write blog posts on topics assigned by the Research team;
- Assist the team with editing, proof-reading, and fact-checking; and
- Assist with the execution of LKI public and private events, briefings, and meetings.

Interns will be working in a friendly, supportive environment with scope to contribute their own ideas and have a significant impact at LKI. He/she will be given a high degree of responsibility and can expect to add several items to their resume during the internship.

This unpaid placement is for five days a week for three months, which may be extended by mutual agreement. Applications from overseas are welcome. All interns have access to a wide range of LKI events, including events with global experts and leaders, and use of LKI's library.

To apply, please send your resume to programmes@lki.lk with a brief email stating why you would like this internship.