

VACANCY NOTICE

Tel: (284)468-2730

Official Government Website:

<https://gov.vg>

International Relations Intern Vacancy - BVI London Office

Release Date: 9 January, 2026



ARE YOU SEEKING OPPORTUNITIES FOR GROWTH?

The BVI London Office is seeking
qualified persons to fill the
following position of

INTERNATIONAL RELATIONS INTERN

United Kingdom (BVI London Office)

For a detailed role profile and other important
information, visit gov.vg. All applicants should



Please see documents for further details.

For Additional Information Contact:

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Information Officer II

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VACANCY NOTICE

BVI LONDON OFFICE INTERNATIONAL RELATIONS INTERN

Position: International Relations Intern
Location: United Kingdom (BVI London Office)
Employment Type: Full Time
Internship Duration: 1 month, with the possibility of extension up to 12 months
Salary: £12,000 per annum (gross)
Eligibility: Open only to BOTS passport holders (Territory of the Virgin Islands).

About Us
The British Virgin Islands (BVI) is a group of islands in the Caribbean Sea. The BVI is a member of the United Kingdom and the United Nations. The BVI is a leading international financial centre and a major hub for the cruise industry. The BVI is a beautiful destination with world-class beaches, clear blue water, and a rich cultural heritage.

Role Overview
As an International Relations Intern, you will support the work of the BVI London Office through research, analysis, and administrative assistance related to international affairs. This is a structured capacity-building role designed to provide hands-on exposure to diplomacy and policy work. Interns will be encouraged to apply academic knowledge in a professional environment and to contribute meaningfully to the Office's work.

Key Responsibilities

- Conduct research on international political, economic, and social issues relevant to the Virgin Islands.
- Assist with data analysis and preparation of reports, briefing notes, and background papers.
- Support policy research and preparations for official meetings, events, and visits.
- Attend meetings and events as required and prepare summaries or notes.
- Assist with the day-to-day operations of the BVI London Office as appropriate.

Essential Criteria

- Must be a BOTS passport holder (Territory of the Virgin Islands).
- Currently enrolled in a bachelor's degree programme or a recent graduate in International Relations, Political Science, Law, Economics, or a related field.
- Demonstrated interest in international relations, diplomacy or global affairs.
- Strong research, analytical, and critical thinking skills.
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Why Work With Us?

- Gain practical, real-world exposure to international relations and diplomacy.
- Develop research, analytical, and professional skills in a government setting.
- Contribute to work that supports the Virgin Islands' international interests.
- Build a strong foundation for future careers in public service or international affairs.
- Paid internship with a letter of recommendation upon successful completion.

How to Apply
Please submit the following documents:
A cover letter outlining your interest in international relations and your motivation for applying.
A CV/Resume highlighting relevant academic background and experience.
Two reference letters (academic or professional).
Verifiable proof of British Overseas Territories Citizenship (Territory of the Virgin Islands).
Please submit your applications outlining your relevant experience and suitability for the role to baurns@gov.vg by 30th January 2024.
Only shortlisted candidates will be contacted for interview.