

Internship: Sri Lanka Study Tour

Background

The Australian Institute of International Affairs (AIIA) Victoria is an independent, non-profit organisation established in 1925 to promote public understanding and interest in international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures. The AIIA operates nationwide across seven State and territory branches and a National Office in Canberra.

AIIA Victoria's strategic goal is to be a relevant and sustainable organisation encouraging a greater level of commitment from a broad and diverse community of interests in international affairs.

The AIIA contributes to international affairs by:

Providing a forum for debate: The AIIA hosts regular meetings, roundtables, lectures, book launches, and discussions regarding important issues in world affairs.

Disseminating ideas: The AIIA has a rich history in publishing spanning over 50 years. Alongside the definitive record of Australian foreign policy, *Australia in World Affairs*, the AIIA is proud to produce the *Australian Journal of International Affairs*.

Educating: The AIIA engages young people in world issues through the annual International Careers Conference in Melbourne, its Young Professionals network and overseas Study Tours.

Role of the Sri Lanka Study Tour Intern

AIIA Victoria is organising a Study Tour to Sri Lanka in June 2026. The Study Tour Intern will play a critical role in supporting AIIA Victoria with the planning and coordination of the Sri Lanka Study Tour.

Position remuneration: This is a work experience position. There is no remuneration allocated to this position. For participation on the Study Tour the Intern may contribute towards on-ground costs and airfares, and AIIA Victoria will subsidise the balance.

Internship duration: 6 months (may be changed with agreement of both parties)

Start date: 13 January 2026

Hours: Approximately 10 hours per week

Reports to: Prakash Mirchandani, Council Member.

The Role

The position requires an ability to plan and work independently towards deadlines. Prior experience of travel in Sri Lanka and some knowledge of the culture would be an advantage.

Key Responsibilities

1. Pre-departure research for the itinerary and appointments, working in conjunction with Prakash Mirchandani.
2. Assist with scheduling and coordinating travel itineraries, accommodations, and local transportation. Ensure that all arrangements are timely and accurate.
3. Act as a liaison between the Study Tour participants, travel agencies, hotels, and other service providers. Provide updates and respond to inquiries from participants.
4. Monitor and manage budgets related to travel, accommodations, and other expenses. Keep records and assist with financial reporting.
5. Assist with pre-tour activities, including briefings and orientations for participants, ensuring all participants are well-prepared for the tour.
6. Provide support during the tour, including troubleshooting any issues that arise, coordinating group activities, and ensuring all logistical aspects are handled efficiently. These activities would be at the direction of the Tour Leaders.
7. Organise correspondence to thank all meeting organisers upon return from the trip.
8. Write the Study Tour Report.

Required Skills

- Strong time management, research, and planning skills
- Ability to work autonomously
- Strong interest in international relations issues
- Prior experience of travel in Sri Lanka is not required but would be an advantage.

Reviews

Interns will meet regularly with their supervisors to assess performance and receive feedback. Should performance be assessed as sub-optimal and fail to improve after an opportunity to rectify performance, the AIIA reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

Location

Work can be conducted both at the AIIA VIC office in Melbourne's CBD and at home. The successful applicant will be required to use their own laptop. The exact hours and location of work will be determined once the successful applicant has been selected. These may vary depending on requirements at different stages of the internship.

Other benefits: AIIA VIC Event attendance

Interns are encouraged and welcome to attend our regular events as each Intern is given a year's free Young Professionals Membership at the commencement of their internship.

Applications

To apply please submit the following to admin.vic@internationalaffairs.org.au quoting "Sri Lanka Intern" in the subject line:

- One-page cover letter stating how you meet the requirements of the role.
- CV (2 pages max).

The submission deadline is close of business (5:00 PM) on Monday 8 December 2025.