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## **Call for expression of interest for paid traineeship programme (2 positions) at the EU Delegation in Skopje**

5-7 minutes

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The European Union has a long tradition of offering traineeship opportunities in EU Delegations around the world. Our Delegation offers you the opportunity to follow the various activities of the EU Delegation, such as campaigns, programmes, project development and implementation as well as our cooperation with the national institutions, civil sector and the business sector.

The traineeship in the EU Delegation in Skopje offers an opportunity to gain a better understanding of the work of the EU Institutions, the EU Delegation and of an enlargement country. It is an opportunity to learn more about the enlargement process and be able to observe and contribute to transformative force of the EU.

For our future interns, in close consultation with the candidate and the academic institution, a suitable portfolio will be identified within one of the following teams:

## **(1) Political and information Section**

### **Job Description:**

Main objective of the trainee will be to contribute to political reporting and analysis of the Delegation and learn about the work of the Delegation in an enlargement country.

He/She is to prepare, actively participate in and report on meetings with officials of the state institutions (government, parliament, regulatory bodies), EU Member States, international partners (OSCE, NATO) in the country and civil society organisations.

He/She is to assist in high-level visits to the country.

He/She is to contribute to the preparation of visibility activities of the Delegation.

He/She will work in a team of hard working, committed and professional colleagues who can enjoy a laugh even in the stressful situations.

## **(2) Operations section**

### **Job Description:**

Main objective of the trainee in the operations sections (working in two sections) will be to contribute to implementation of financial assistance (IPA) and learn about the work of the Delegation in an enlargement country.

He/She is to contribute to the implementation of the pre-accession financial assistance by A) creating a database and map for Cross-Border Co-operation projects B) drafting 1-2

Terms of Reference (assisted by a colleague in the Section) C) assisting a colleague in the ex-ante control of a tender on climate strategy D) assisting in any other related tasks requested by Head of Section.

He/She is to report on economic development and developments in chapters and areas covered by the two sections as well as to support organising a climate demarche.

He/She is to contribute to the preparation of visibility activities e.g. input to visibility campaign by preparing fact sheets on financial assistance, preparation of events in co-operation with other Sections of the Delegation.

He/She may propose and implement activities to make our delegation more environmental friendly.

He/She can also be asked to perform other miscellaneous tasks e.g. note taking in meetings, translation of documents etc.

He/She will work in a team of hard working, committed and professional colleagues who can enjoy a laugh even in the stressful situations.

## **A- Requirements**

Paid traineeship for:

- citizens of the host country, nationals from the EU Member States or pre-accession States
- young graduates with at least a Bachelor Diploma (or equivalent)
- maximum one year of professional experience
- no previous experience of more than six weeks in the EU

## Institutions

### **B- General conditions**

- A trainee will be attached to one of the above listed section of the EU Delegation and placed under the responsibility of a traineeship adviser (normally the Head of Section)
- Duration: from 01 August 2018 to 31 December 2018
- Languages: In order for the trainee to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must possess excellent English language knowledge.
- Previous experience in the EU Institutions: Please note that applications will not be accepted from candidates who have already benefited from any kind of training (paid or unpaid) or employment for more than 6 weeks within an EU institution, body, agency or office.
- Monthly grant: 600€
- Travel: trainees have to arrange and finance their travel to the EU Delegation
- Accommodation: the trainee will have to cover the accommodation costs

### **C- Application deadline and provisions**

The deadline for submitting application is 14 June 2018.

Please send a motivation letter, your curriculum vitae (CV) and any other supporting documents to:

[delegation-fyrom-recruitments@eeas.europa.eu](mailto:delegation-fyrom-recruitments@eeas.europa.eu)

The EU Delegation will manage the selection procedure which is based on the candidate's qualifications and skills. Only shortlisted candidates will be contacted. Pre-selected candidate must provide the following documents:

- Passport/ID card
- Copy of the diploma (young graduates) or University letter requesting a traineeship (for students);
- Proof of health insurance coverage and in case the trainee is coming from another country proof of a repatriation insurance for the entire traineeship period
- Language certificates
- Extract from the "judicial record"
- Proof of financing (if financed by other institution)

In case the selected candidate is not able to present all required documents, his/her candidacy will be rejected.

## **D – More information about traineeship at EU Delegations**

[Traineeship in EU Delegation](#)