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✉ Str. Italiană, nr. 28, mansardă, cam.3, București, sect. 2 @ promarket@spiruharet.ro

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PRO-MARKET
POSDRU/161/2.1/G/140947

Internship in Communications & Advocacy

IDF - International Diabetes Federation

Brussels, Belgium

Overview and Mission

The International Diabetes Federation (IDF) is an alliance of over 230 national diabetes associations with two million members in more than 170 countries and territories. For over 50 years, IDF has been at the vanguard of global diabetes advocacy. IDF has a multinational staff of around 40 people at its Brussels Executive Office and has 7 regional offices. IDF's work relies on the contribution of a large number of expert volunteers and upon the commitment and expertise of our member associations.

The mission of the International Diabetes Federation is to promote **diabetes care, prevention and a cure worldwide.**

Organisation

For its Executive Office in Brussels, IDF is looking to hire an intern to reinforce the Communications & Advocacy Department, starting in February 2015 for a 6 months internship. This is an exceptional opportunity for an individual to be part of a dynamic international federation.

Main responsibilities

World Diabetes Day campaign

- Participate in World Diabetes Day planning meetings;
- Compiling social media and campaign metrics;
- Coordinate distribution of WDD materials;
- Assist in preparing PowerPoint presentations for internal and external audiences;
- Assist in answering and processing campaign and general communication enquiries.

Website & Media

- Update and publish website content;
- Compile a weekly news round-up;
- Manage IDF database of media contacts; assist in media outreach;
- Assist with production and distribution of communications tools and merchandise to key stakeholders.

Advocacy

- Researching on various topics (e.g. stakeholder mapping);
- Preparation of information for High-Level meetings (e.g. UN General Assembly, WHO Executive Board);
- Assist with the organisation's event management;
- Update internal documents, website, database and support with general administrative and organisational tasks;
- Assist with production and distribution of advocacy tools and merchandise to key stakeholders.

Other

• Provide further assistance as required to the Director of Communications and Advocacy and other IDF departments; undertake special projects.

The successful candidate will report to the Director of Communications and Advocacy.

Profile

- Educated to a Bachelor/ Master's degree of equivalent (relevant field of study);
- An understanding of the not-for-profit sector;
- Excellent oral and written communication skills in English. Fluency in other languages is an asset;
- Proven team-working skills, proactive and flexible;
- Multi-tasker with strong organisational skills;
- Highly computer literate; familiar with web content management systems and social media;
- An operational knowledge of Internet tools, and/or elements of design and basic knowledge of publishing softwares are all assets;
- Ability to adopt IDF's ethics and beliefs;
- EU nationality and/or right to live and work in Belgium without a work permit.

The candidate will need to provide a valid and official internship agreement from his/her University.

Additional

The successful candidate will receive a fixed salary package on a monthly basis.

Accommodation and travel to Belgium are not covered.

The intern will work full-time (38 hours per week).

How to apply

Interested and qualified candidates should send a curriculum vitae (no Europass CV please) and a cover letter to describe interest and relevance to the position to Ms. Evelyne Haubruge, HR & Office Manager, evelyne.haubruge@idf.org, by **30 January 2015**.

Intern - Programme Office

ECF - European Climate Foundation

Brussels, Belgium

The European Climate Foundation (ECF) was established in 2008 as a major philanthropic initiative to promote climate and energy policies that greatly reduce Europe's greenhouse gas emissions and to help Europe play a stronger international leadership role to mitigate climate change. The ECF is funded by major multi-year commitments from donors in Europe and the United States. The ECF is part of the international ClimateWorks Network that shares goals, strategies and resources to address the global challenge of climate change mitigation with a global network of aligned organizations.

The ECF team is a highly dynamic group of individuals, combining ambition and passion with a rigorous, results-oriented and analytic approach to work. The ECF's culture is one of intensity, enthusiasm and mutual support.

The position:

The European Climate Foundation is offering an internship and will work closely and actively with the Programme Office - the team within the ECF that manages its cross-cutting

programmes.

The role involves:

Administrative tasks

- Helping with travel bookings;
- Helping with event organisation and setting up of meetings.

Grant management

- Helping with Fluxx (internal grants management system)/grants/project administration;
- Preparation of internal and international meetings/events;
- Help in preparation of presentations – application of skills on powerpoint etc.

Budget management support

- Support with the reporting cycle to ECF funders.

Content tasks

- Diverse range of research and writing up of reports on EU climate and energy policy, as needed;
- Monitoring and communication of upcoming events and institutional developments;
- Attending events and writing summaries of these for the team;
- In a rotation scheme with other interns, provide Daily News to all staff.

The ideal candidate should embody the following professional qualifications and personal attitudes:

- Relevant work experience or academic background in the fields of energy, climate, environment or public policy;
- Demonstrated interest in the mission and values of the European Climate Foundation;
- An understanding of and interest in EU climate and energy policies will be particularly valued;
- Superior written and verbal English skills;
- Foreign languages an asset;
- Proven ability to work well under pressure, take initiative and be a creative problem-solver;
- Excellent attention to detail;
- Ability to prioritise tasks and work well under pressure, and to be proactive in generating and implementing ideas for improvement in the Programme Office and wider organisation;
- Strong administrative and computer skills (PowerPoint, Microsoft, Excel);
- Experience with Mac is an asset.

We offer an intellectually challenging position with great possibilities for professional development and an excellent work atmosphere.

Location: Brussels, Belgium (candidates must be in the possession of a work permit for Belgium)

Start date: 1 February 2015 or as soon as practicable

Duration: 6 months

Compensation: similar to that of internships in European institutions (Commission, Council and Parliament)

To apply: If you are interested, please send a CV and one-page cover letter in English to the attention of Thomas Legge to employment@europeanclimate.org before the closing date of applications. Applications will be reviewed on a rolling basis. When applying, please type in the Subject line the position (“Intern Programme Office”). Telephone calls will not be transferred to

the recruitment team.

Application deadline: 16 January 2015

For more information on the ECF, please visit www.europeanclimate.org.

**Internship
Civic Consulting
Berlin, Germany**

Civic Consulting is a Berlin based economic and public policy consultancy supporting European and international institutions as well as governments and civil society organisations through economic and legal research, policy and programme evaluation, impact assessment, and market studies. Our goal is to provide clients with high quality research, impartial analysis and practical, evidence-based policy advice to further sustainable policies that safeguard citizens' and consumers' interests. We have special expertise in the areas of consumer policy and law, consumer markets (including telecommunications and financial services), food chain policy and economics (including animal health and welfare), public health policy and economics, trade, and information society. For more details, see [project references](#) on our website.

We are currently offering the following positions:

Internship

We are offering a 6 months internship for an applicant with academic training in economics and an interest in EU consumer protection, food safety and/or public health policies and their economic impacts.

As intern at Civic Consulting you will be actively involved in the work of a small, dedicated and multi-cultural core team in Berlin that focuses on producing high quality evaluations and impact assessments, as well as economic, legal and market studies, mainly for EU and international clients. You will learn to apply your research skills, review academic literature for specific projects, assist staff in data collection/processing, and contribute to other tasks related to economic and policy analysis of EU food safety and public health policies.

We require the following qualifications:

- Degree in economics; or economics in combination with another relevant subject (e.g. law and economics, public policy and economics, public health economics, etc). Applicants with other degrees will be considered, if they have relevant experience or knowledge in economics;
- Some professional work experience, including through other internships;
- Knowledge of quantitative and qualitative methods in social sciences/economics;
- Interest in consumer protection, food safety and/or public health policies;
- Ability to communicate clearly and to write in English about complex topics well-structured and in plain language;
- Proficiency in Word and Excel.

We expect all applicants to possess excellent knowledge of English at the level of a native speaker. Knowledge of German or French and other EU languages would be an asset. EU

citizenship or work permit required.

Interns are paid a compensation of €850 per month.

Please complete the application form that can be downloaded on our website (www.civic-consulting.de/contact.html).

Send application form by email only to jobs@civic-consulting.de, together with a writing sample in English (e.g. report, article or essay paper authored exclusively by you). Please indicate the title of the position you are applying for ('Internship') and do NOT send CV or cover letter.

Closing date for applications: **20 January 2015** (start date of internship: 15 February or 1 March). We will contact all candidates with the outcome of their application: you should expect to hear from us within 3 weeks after closing date, so please be patient and do not follow up by mail or phone. Please note that as part of the application procedure, shortlisted candidates will be required to complete a short writing task.

Business Development Assistant - Internship

MWH

La Hulpe, Belgium

Description

Founded over 160 years ago, MWH has grown to become one of the world's leading environmental engineering firms. There are now approximately 8000 employees working around the globe on some of the biggest projects around. Over the decades, we have expanded our core competencies from water and wastewater into a wide range of environmental and business services. Today, we provide consulting services to our clients all over the world.

MWH International Development, based in La Hulpe, is the MWH unit that provides consulting services to international institutions, such as the European Commission (EC), the European Bank for Reconstruction and Development (EBRD), the European Investment Bank (EIB), the World Bank, the United Nations, the Millennium Challenge Corporation, governments and government agencies. Our services include design, procurement and implementation of technical, institutional and capacity development projects in the fields of water and wastewater, energy, climate change and disaster risk reduction as well as management support and monitoring and evaluation of large investment programmes. We are delivering also large technical assistance projects in the field of institutional strengthening and policy dialogue. Our main geographical focus lies on Europe, Africa and other developing countries.

Your role

You will be supporting the team in all the various tasks related to preparation of commercial offers and in the tasks related to the recruitment of consultants. You will be required to demonstrate a combination of discipline, flexibility, and precision in all tasks.

Responsibilities

- Researching and analyzing project background information; undertake business intelligence researches, preparation of synthesis and reports;
- Support MWH Bid manager during the expression of interest and bid preparation processes for international projects, including administrative support following strict EU procurement procedures;
- Identifying and recruiting consultants;

Identifying and recruiting potential partners.

Requirements

- Academic background: BA or MA in International Relations, Political Science, Environment, Energy or Communication (or current student in the same disciplines);
- Professional experience in the preparation of expression of interest and proposals for EU-funded contract would be considered as an advantage;
- Knowledge of the European Commission external assistance policies would be considered as an advantage;
- Professional experience in the field of environment/energy/climate change/food security or in a similar technical assistance environment would be considered as an asset;
- Knowledge of ACP/ENPI south region would be considered as an asset;
- IT-skills: advanced use of MS Office;
- Rigorous, accuracy and attention to detail;
- Creative, communicative, open-minded and results-oriented;
- Languages: solid written and spoken English and ideally French; Spanish would be considered as an asset;
- Work ethics, dynamism and ability to cope with multiple tasks.

The internship will take place in our office in La Hulpe, Belgium and will start in March 2015 for a period of six months. Compensation will be provided.

If you are ready to work in a fast-moving, international environment, please send your detailed CV (in English only) in electronic format quoting Intern/03-2015 not later than **15th January 2015** to: idprecruitment@mwhglobal.com. Only shortlisted candidates will be contacted.

Communications Intern

CEFIC - European Chemical Industry Council

Brussels, Belgium

The communications department of Cefic, the European Chemical Industry Council, has a rolling programme of internships for communications students reaching the end of their studies and young communications graduates. Cefic, the forum and voice of the chemical industry in Europe, is the largest European trade group in Brussels; we offer valuable and rewarding work experience in a welcoming, stimulating multicultural team.

The communications department needs interns with excellent spoken and written English to manage or help with various projects relating to sustainability, energy, health, safety and environment, in the following areas:

- Publishing: web, print, social media;
- Research and analysis; copywriting; drafting and publishing documents or blog posts;
- Media relations;
- Coordinating online-based communications projects;
- Events.

The intern will work with the communications team and other colleagues in charge of specific issues, and report to the Media Relations Manager. The extent of their responsibilities and autonomy will depend on their capacity to take initiatives and manage projects, as well as their

skills, areas of specialisation and previous experience, if any.

Typical projects can consist of:

- Edit texts produced by issue experts, so as to make them reader-friendly and impactful;
- Produce (collate, edit or draft) texts to be published on the Cefic website (www.cefic.org), Cefic's online sustainability platform for young academics and professionals (www.yourformula.eu), Cefic's newsletter or Cefic's members-only website Click-In;
- Research a specific issue online and produce analyses and reports;
- Help media relations manager organise and prepare for press briefings;
- Help publishing manager with coordination and/or production of print or online publications;
- Develop visually attractive presentations;
- Once the intern is more familiar with the organisation, attend meetings and make suggestions on ways to communicate around a specific issue or event.

Profile

- Able to work in English: excellent spoken and written English;
- Ability to synthesize and translate complex issues into clear and concise messages;
- Highly computer literate; familiar with web content management systems and social media;
- An operational knowledge of web content management systems and related Internet tools, and/or elements of design and basic knowledge of publishing softwares are all assets;
- Strong interpersonal skills;
- Strongly motivated, high amount of initiative, enjoys working in a team.

Pentru accesarea formularului de aplicare dati klik pe linkul de mai jos

http://www.eurobrussels.com/job_apply_questions.php?job_id=98615

Administration Officer of International Conferences

Paid Internship

Emcnet

Belgium, Belgium

We are looking for a hard working person to reinforce the back office team who are organising 7 high level international conferences/projects in 2015 that will take place in Belgium, Latvia, Luxembourg, Turkey and the USA.

Emcnet is specialised in high level conferences organised in association with EU Presidencies, EU Trade Associations & Think Tanks. Ministers, Governors, Commissioners, MEPs and senior decision makers from the public authorities and the private sector (Chairman, CEOs...) attend these events. www.emcnet.eu.

The profile

The candidate must:

- **be fluent in English, French and Spanish** (mother tongue level - spoken and written in all three languages);
- have some **proven working experience**, with preferably 1 to 2 years of experience in

back office/administration/secretarial background;
• be able to work **proficiently** with Word and Excel.

The job

- Administrative function;
- Registering all delegates and speakers to the events;
- Sending out confirmations to the delegates and dealing with all subsequent communications;
- Answering all queries regarding venues, gala dinners, hotels, transfers, flights, etc...;
- Preparing participants lists and badges including quality control;
- Updating the database, clean-up of old and new contacts, etc...;
- Participate in the promotion campaigns of the conferences;
- Travel to the conferences for onsite delivery.

We offer

A paid internship with an opportunity for the right candidate to acquire project management skills and be part of a small successful team. The starting date is early 2015 for up to 6 months period with the possibility of an extension.

Applications in English

- Please send a **Letter with a CV - both are compulsory and must be in English;**
- Please send both documents to **internship@emcnet.eu;**
- Only short listed candidates will be contacted.

Public Affairs Intern

UNIFE - The European Railway Industry

Brussels, Belgium

Internship description

We are looking for a Public Affairs Intern who will be working under the responsibility of the Head of Unit for Public Affairs and in close cooperation with the Public Affairs Manager of the Unit in order to help:

- inform UNIFE Member companies on all European policies and funding instruments of interest;
- implement the lobbying and communication strategy of the Association.

The Public Affairs Intern will have the opportunity to provide support to the Unit in fields as various as Mobility policy, Investment policy, Internal Market, Industrial policy, Trade & International Affairs and Environment & Climate Action.

Candidate's requirements

- Degree in economics, law or political sciences (preferably a Master's Degree)
- Interest in EU Transport and/or Industry policy

- Fluent in English (knowledge of other European is an advantage)
- Good organisation skills as well as written and verbal communication skills

We offer:

- A stimulating and dynamic international environment
- Opportunities to develop skills and understanding of rail transport and industrial policies
- Financial compensation

Recruitment process:

- CV and cover letter to be sent to marcos.mendez@unife.org by 22 January 2015 (No phone inquiries please)
- Phone interviews to take place between 22 and 28 January
- 2 February: start of the internship for a period of 5 to 6 months

Grant-Making Intern

OSEPI - Open Society European Policy Institute

Brussels, Belgium

Job Profile

The intern's main tasks will be related to providing support to the work of the Open Society Initiative for Europe on anti-discrimination and anti-racism issues in Western Europe, although s/he will be asked to complete tasks in other areas as required. The successful candidate will work at the Open Society European Policy Institute's office in Brussels under the supervision of the program manager of the Migration and Discrimination Cluster.

The policy intern will provide support in the following areas:

- monitoring of EU and member states' policies and news in specific areas
- preparing briefing notes, meeting reports, and other factual and analytical documents
- attending relevant meetings at EU institutions, organizations, and other internal and external events/conferences
- assisting with desk research on specific areas
- organizing and setting up meetings: logistics and administration
- updating the contacts databases
- performing other related duties as required

Qualifications

- master's-level degree, or equivalent experience in the field of human rights, international affairs, political sciences, development, migration, sociology, anthropology, etc.
- regional specialization, through studies or experience, in migrants and minorities (e.g., Roma, Muslims) in Western Europe
- good understanding of EU and/or national processes and policy, in relation to minorities' rights and anti-discrimination issues (and in particular with regard to anti-Gypsyism or Islamophobia)

- understanding or experience of minorities rights, the NGO sector, and EU policies, with a focus on anti-discrimination and anti-racism an asset
- knowledge of and experience with project cycle management
- human rights experience desirable
- experience within an NGO or international organization desirable
- interest in the activities of the Open Society Foundations
- computer literacy, with a good knowledge and experience of Microsoft Office
- good writing skills
- experience in coordinating and facilitating meetings an asset
- fluent spoken and written English essential; knowledge of German, Dutch, and other EU languages an asset
- attention to detail, good communication, and interpersonal skills required

Qualifications

- master's-level degree, or equivalent experience in the field of human rights, international affairs, political sciences, development, migration, sociology, anthropology, etc.
- regional specialization, through studies or experience, in migrants and minorities (e.g., Roma, Muslims) in Western Europe
- good understanding of EU and/or national processes and policy, in relation to minorities' rights and anti-discrimination issues (and in particular with regard to anti-Gypsyism or Islamophobia)
- understanding or experience of minorities rights, the NGO sector, and EU policies, with a focus on anti-discrimination and anti-racism an asset
- knowledge of and experience with project cycle management
- human rights experience desirable
- experience within an NGO or international organization desirable
- interest in the activities of the Open Society Foundations
- computer literacy, with a good knowledge and experience of Microsoft Office
- good writing skills
- experience in coordinating and facilitating meetings an asset
- fluent spoken and written English essential; knowledge of German, Dutch, and other EU languages an asset
- attention to detail, good communication, and interpersonal skills required

Work Environment and Physical Demands

Essential functions are typically performed in an office setting with a low level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions

Please download and return the application form by email to Tanja Djordjevic at: tanja.djordjevic@opensocietyfoundations.org. Include "GRANT MAKING INTERNSHIP 012015" in the subject line. Curriculum vitae or resumés will not be accepted.

Paid 6-month Internship Hanover Communications

Brussels, Belgium

Hanover Communications is recruiting an Intern to join the Brussels team for 6 months, starting in February 2015.

The ideal candidate will have previous internship experience in one of the EU institutions or Brussels-based advocacy organisations. Knowledge of EU international trade policies would be a strong advantage. Excellence in written and spoken English is required.

The Intern will support the Brussels consulting team through the monitoring of relevant EU policy developments, targeted research and policy analysis, as well as event support.

If you are interested, please send your CV quoting reference "Brussels Internship" to intern_recruitment@hanovercomms.eu. The deadline to submit applications is 19 January 2015.

For further information please do not hesitate to contact our Brussels office on: +32 2 58 82 601.

- See more at: <http://www.hanovercomms.com/contact/jobs-at-hanover/paid-6-month-internship-brussels/#sthash.KA229Dl4.dpuf>

6 Months Unpaid Internship

ESWET - European Suppliers of Waste to Energy Technology

Brussels, Belgium

Responsibilities:

- Monitoring the latest European news / activities in Energy and Environment;
- Preparing and participating in conferences, workshops and networking events;
- Conducting research and reporting on numerous projects for the association;
- Assisting with various internal committee meetings;
- Performing various administrative tasks.

Your profile:

- Interest in Energy and Environment issues;
- University or advanced degree;
- English is the working language of the office; French and German are desired;
- Knowledge of the EU Institutions and their workings;
- Good computer skills, including Microsoft Word, Excel, PowerPoint, and Outlook;
- Ability to take initiative and independently plan to meet deadlines;
- Positive, curious attitude, flexible, team player, sense of humour.

Responsibilities:

- Monitoring the latest European news / activities in Energy and Environment;
- Preparing and participating in conferences, workshops and networking events;
- Conducting research and reporting on numerous projects for the association;
- Assisting with various internal committee meetings;
- Performing various administrative tasks.

Your profile:

- Interest in Energy and Environment issues;
- University or advanced degree;
- English is the working language of the office; French and German are desired;
- Knowledge of the EU Institutions and their workings;
- Good computer skills, including Microsoft Word, Excel, PowerPoint, and Outlook;
- Ability to take initiative and independently plan to meet deadlines;
- Positive, curious attitude, flexible, team player, sense of humour.

Please send a motivation letter and CV by email to Mr Perron-Piché (jobs@eswet.eu) indicating "ESWET Internship" in the subject line. The deadline for application is on the **23rd of January at 18:00**. Due to the expected high number of applications, only short-listed candidates will be contacted for interviews. All others will receive a notification regarding the status of their application. This six-month Internship offers a great opportunity to gain valuable work experience in EU affairs, Energy and Environment policies.

Sales and Marketing Intern

Obelis

Brussels, Belgium

Have you studied international business, sales, marketing or communications? Are you interested in EU regulatory affairs? Would you like to join a rapidly growing organization?

If your answers are yes; and you have an excellent eye for details, strong communication skills, and perseverance then apply now and 'GAIN PROFESSIONAL EXPERIENCE WITH OBELIS INTERNSHIP PROGRAM'

Job summary:

The SALES and Marketing Intern would be part of Obelis' Sales and Marketing Department, which aims at providing professional, prompt and outstanding support and follow-up on Obelis potential clientele from all over the world; Therefore, s/he will gain professional skills in business, negotiation, communication, marketing & sales strategies alongside professional experiences in regulatory affairs & product conformity procedures in the EU Market.

Main activities awaiting you:

- Maintain communication with potential clients worldwide through active and continuous follow-up: phone call/email as well as other communication means;
- Conduct agreement negotiations towards monthly sales targets;
- Conduct marketing research on industry segments to generate new leads;
- Be actively involved in the organization of international events (exhibitions/seminars etc.);
- Actively participate to international events and exhibitions;
- Promote Obelis and its services through various marketing tools;
- Create marketing materials & launch online marketing campaigns;
- Support activities connected to Social Media;
- Write Web Articles;

Apply if you:

- Obtained a BA/MA/ degree in the relevant field (Marketing / Sales / Communications, etc.);
- Are fluent in English (written & oral); Any other languages are always a plus (Preference to one of the national languages of Belgium);
- Have proficiency with Microsoft Office; Familiarity with Photoshop / Publisher will be considered an asset;
- Have strong communications & presentation skills;
- Enjoy sales and negotiation activities;
- Are able to work effectively within a team and assume common responsibilities;
- Are keen to contribute with creative ideas & concepts;
- Are energetic with a 'can do' attitude;
- Keen on learning and gaining real work experience;
- Able to take own initiatives and responsibilities;
- NOTE: Any previous internship experience in the field of Marketing/Sales/Communications will be considered an asset;

Careers at Obelis

Founded in 1988, Obelis s.a. serves as one of the largest European Authorized Representative (EC REP), EU Responsible Person and CE marking advisory centers in Europe. We are comprised of a team of regulatory experts providing superior regulatory services to European and non-European manufactures for over 25 years. Our main sectors are under the Industries

such as Medical Devices, In-vitro Diagnostics, Cosmetics and more.

Over the years, Obelis' objective was aimed at providing superior services but also to provide a diverse, educational, and exciting work environment for internship or employment possibilities for applicants from all around the world. Many who have worked at Obelis have gone on to pursue prestigious occupations in a variety of global fields, making us proud to be a part of their road to success.

Working at Obelis means a daily interaction with an international clientele, European institutions, European Ministries and the European Commission; all under the framework of European Business and the European Directives & Regulations.

As the business world expands and the need for global experience increases, we help interns and employees boost their marketability in the workforce by gaining international business, marketing, regulatory, communication skills and leadership qualities by providing a diverse & challenging platform for interns and employees to develop and grow within Obelis departments.

Current openings within Obelis Internship Program:

- **SALES AND MARKETING INTERNSHIP PROGRAM**
- **COSMETICS INTERNSHIP PROGRAM**
- **MEDICAL DEVICES AND OTHERS NOTIFICATION INTERNSHIP PROGRAM**
- **BUSINESS ADMINISTRATION INTERNSHIP PROGRAM**
- **COPYWRITER INTERNSHIP PROGRAM**
- **IT INTERNSHIP PROGRAM**
- **SEO INTERNSHIP PROGRAM**
- **HUMAN RESOURCE INTERNSHIP PROGRAM**

Interested applicants are asked to submit their CV and motivation letter to career@obelis.net

Communication Assistant

FIVS - International Federation of Wines and Spirits

Paris, France

ABOUT:

The successful applicant will work on projects for FIVS, an international federation serving trade groups and companies in the alcohol beverage industry. Its members include producers, distributors, importers, exporters and trade associations from around the world. FIVS is a nongovernmental organisation that gathers and disseminates information related to activities of

interest to its members, and advocates consensus positions to international organisations.

ABOUT THE POSITION:

Projects involve assisting the Manager of the FIVS Paris Office with a broad range of activities, including:

- Event Management (2015 Brussels Conference/2015 Wiesbaden Meetings)
- Communications & Websites Management (Writing & Editing)
- Translations (French / English / Spanish)
- Administrative Matters (Accounting, etc.)

QUALIFICATIONS:

- Graduate student in Business Administration or Communications
- English as mother-tongue and deep knowledge of French is required. Knowledge of Spanish useful.
- Excellent research and writing skills in English and French
- Excellent computer skills and knowledge of Internet-based research

TIMEFRAME: January-April/ June or September 2015

LOCATION: Paris, France

ABOUT:

The successful applicant will work on projects for FIVS, an international federation serving trade groups and companies in the alcohol beverage industry. Its members include producers, distributors, importers, exporters and trade associations from around the world. FIVS is a nongovernmental

organisation that gathers and disseminates information related to activities of interest to its members, and advocates consensus positions to international organisations.

ABOUT THE POSITION:

Projects involve assisting the Manager of the FIVS Paris Office with a broad range of activities, including:

- Event Management (2015 Brussels Conference/2015 Wiesbaden Meetings)
- Communications & Websites Management (Writing & Editing)
- Translations (French English Spanish)
- Administrative Matters (Accounting, etc.)

QUALIFICATIONS:

- Graduate student in Business Administration or Communications
- English as mother-tongue and deep knowledge of French is required. Knowledge of Spanish useful.
- Excellent research and writing skills in English and French
- Excellent computer skills and knowledge of Internet-based research

TO APPLY:

- Please send a cover letter and resume to Sarah Kremer via email (skremer@fivs.org).
- A short writing sample in English and French would also be appreciated.
- No telephone calls please.

Traineeship PhD

ECB - European Central Bank

Frankfurt am Main, Germany

The Directorate General Economics of the European Central Bank (ECB) is seeking applications from postgraduate students who have recently received a PhD in economics, or who are close to completing their PhD studies, and are interested in participating in a traineeship programme. The traineeship will be in the Fiscal Policies Division for a period of three months in 2015.

The Fiscal Policies Division is responsible for monitoring, analysing and assessing the national fiscal policies of the Member States of the European Union (EU) and the euro area fiscal stance, as well as for providing fiscal forecasts. The functions of the Division include:

- monitoring and assessing national budgetary plans in the stability and convergence programmes of Member States, including their implementation in annual budget laws;
- monitoring and forecasting budgetary developments (including government financial operations), in close cooperation with national central banks;
- assessing structural and institutional fiscal policy issues (including issues related to the Stability and Growth Pact, tax and expenditure policies, social security reforms, the quality of public finances and the role of fiscal institutions);
- assessing the long-term sustainability of public finances (including the budgetary consequences of financial stability operations and population ageing);
- conducting analytical studies on current and structural public finance issues, both from an EU cross-country perspective and a euro area-wide perspective;

- providing secretariat services to the Working Group on Public Finance of the Monetary Policy Committee of the European System of Central Banks (ESCB);
 - preparing the external communication of the views of the ECB as well as of the Eurosystem/ESCB on the fiscal policies of EU Member States and the euro area fiscal stance.
- The purpose of the traineeship is to carry out analytical projects, either in collaboration with or under the supervision of staff members, while gaining experience in the tasks performed by the team. Trainees will have the opportunity to submit the resulting papers for publication in the ECB Working Paper Series and academic journals.

Applicants are requested to indicate which of the following analytical projects they would prefer to contribute to:

- **EU/euro area fiscal governance and national fiscal institutions:**
The trainee will help to analyse the institutions which support sound and sustainable fiscal policies and the smooth functioning of Economic and Monetary Union (EMU). Projects could cover the following: (i) the implications of EU governance reform for fiscal discipline and fiscal sustainability; or (ii) the impact of national fiscal institutions, balanced budget rules and spending rules on fiscal discipline and macroeconomic outcomes.
A sound knowledge of the institutional framework of EMU, as well as of recent European institutional developments, in particular those related to fiscal policies, is necessary. A good understanding of national fiscal institutions would be an asset.
- **Fiscal policy in empirical and theoretical macroeconomic models:**
The trainee will help to analyse the macroeconomic effects of fiscal policies in the euro area. Projects could cover the following: (i) the transmission of fiscal policy measures in the euro area, with a particular focus on the estimation of fiscal policy multipliers (based on DSGE, SVAR and factor models) and on the effects and design of fiscal consolidation measures; (ii) the development of tools for fiscal forecasting, with an emphasis on the use of intra-annual fiscal information; or (iii) cross-country analysis of fiscal policy challenges. In-depth knowledge of dynamic general equilibrium theory and time-series econometrics would be an asset.
- **Interaction between monetary policy and fiscal policy:**
The trainee will help to analyse issues related to monetary-fiscal interactions, with a particular focus on interactions between the single monetary policy and national fiscal policies within EMU. In this context, projects could focus on: (i) the impact of fiscal policies on the monetary policy transmission mechanism, e.g. bank balance sheets and credit conditions; (ii) fiscal and monetary policy interactions during a crisis, e.g. the impact of non-standard monetary policy measures on constrained fiscal policies; (iii) the impact of fiscal policies on prices; or (iv) public debt, economic growth and monetary policy.
- **Government debt and fiscal sustainability:**
The trainee will help to analyse various aspects of longer-term fiscal sustainability. Projects could cover the following: (i) enhancing the tools for analysing fiscal sustainability; (ii) the impact of demographic trends and pension and healthcare reforms on fiscal sustainability; or (iii) government debt management and fiscal vulnerabilities.
A theoretical and/or empirical background in these areas, as well as experience with simulation models, is essential. Expertise in applied modelling and econometric techniques would be an asset.
- **Fiscal policy and financial stability:**
The trainee will help to assess the relationships between fiscal policy and financial stability, asset

prices and financing conditions. Projects could cover the following: (i) the link between financial stability and fiscal policies; (ii) analysis of the interaction between fiscal policies and household and corporate balance sheets; or (iii) the effects on financing conditions of government support for financial institutions, risks from state guarantees and recovery rates. A sound knowledge of applied modelling and econometric techniques, especially time-series analysis, is necessary.

Public finances and macroeconomic performance:

The trainee will help to analyse the role played by the composition and quality of public finances in macroeconomic performance and economic growth. Projects could cover the following: (i) the impact of fiscal consolidation on growth; (ii) links between fiscal policy and macroeconomic imbalances at the individual country level and at the regional level; or (iii) tax and social security reforms, supply conditions and long-term economic performance.

A sound knowledge of applied modelling and econometric techniques, especially panel data and time-series analysis, is necessary.

Qualifications and experience:

Applicants must have the following knowledge and competencies:

- a PhD in economics (already obtained or close to completion);
- a publications record that covers issues falling within the Division's field of responsibility would be considered an asset;
- a very good knowledge of English and a working knowledge of one other official language of the EU;
- computer literacy and the ability to use different software applications;
- knowledge of econometric packages, such as Matlab, Stata and Eviews, would be considered an asset.

Competencies:

The successful candidate will have the following behavioural competencies:

- analyses complex datasets from a variety of sources;
- creates a theoretical framework which aids the deployment of practical solutions;
- pursues projects with energy and drive.

The successful candidate will have the following behavioural competencies:

- analyses complex datasets from a variety of sources;
- creates a theoretical framework which aids the deployment of practical solutions;
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Further Information:

Traineeship of three months with the possibility of an extension to up to 12 months in total in the same business area or in the Directorate General (DG) Research, DG International & European Relations, DG Macro-Prudential Policy and Financial Stability or DG Market Operations.

Further information:

Closing Date for Applications: Mon, 2 Feb 2015

This position has been allocated to salary band:

Apply on the ECB e-recruitment po

Work Experience Placement Communications

EUROCITIES

Brussels, Belgium

The placement will cover the following tasks

- assisting in our e-communications;
- supporting social media campaigns;
- assisting in the preparation of key events;
- researching stakeholder information and urban statistics;
- updating/encoding our contacts database;
- giving general support to the communications team.

Profile

- excellent English, fluent French;
- good IT skills, basic experience with graphic programmes desirable;
- flexible and inquisitive personality;
- team spirit.

he placement will cover the following tasks

- assisting in our e-communications
- supporting social media campaigns
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- updating/encoding our contacts database
- giving general support to the communications team

Profile

- excellent English, fluent French
- good IT skills, basic experience with graphic programmes desirable
- flexible and inquisitive personality
- team spirit

We offer

- insights into the daily work of a communications team
- international environment
- opportunities to work with cities and European institutions
- assistance with local public transport expenses

- assistance with lunch expenses
- a Belgian mobile phone number, with credits for calls and internet

Please send your motivation letter and CV in Pdf format by Sunday, 25 January 2015, to

Patricia de Wouters

EUROCITIES

1 Square de Meeus, B-1000 Brussels

e-mail: jobs@eurocities.eu

e-mail subject : Application WEP communications

New Business Trainee

]init[AG

Brussels, Belgium

As a New Business Trainee, you will get to know]init['s project business and learn first-hand about project initiation, handling of EU-wide tendering procedures, partnership acquisition and client management. You'll gain insights into]init['s European projects, meet our clients and stakeholders, and support day-to-day marketing efforts in our Brussels office. You'll have the opportunity to interact with our prestigious clients and to build up your own network of contacts. A traineeship at]init[normally lasts 12 months. During this time, you'll be an integral part of the team and have a mentor who will give you professional guidance. Regular workshops on interdisciplinary topics, along with other offers from our in-house]init[Academy, are a cornerstone of our trainee program. You will also have the opportunity to travel regularly to Berlin to visit our company headquarters and participate in workshops.

We invite you to discover amazing opportunities, an unmatched learning experience, and perhaps an incredible career with]init[.

Your duties and responsibilities

- Monitoring current IT topics and tendering procedures;
- Conducting market and competition analyses;
- Support for project initiation and project management;
- Coordination of and collaboration on tender preparation phases;
- Personal client contact and participation in seminars and workshops;
- Marketing tasks (support for newsletters, events, campaigns).

Your qualifications

- Degree in Communication, Political/Social Science, Public Administration or equivalent education;
- Awareness of the political frameworks in the EU;
- Practical experience in European institutions (e.g. internship);
- Experience abroad in Brussels (for at least one year);
- An inside view of contemporary European Union issues in the field of IT or project experience would be advantageous;

- Personal network of contacts would be an advantage;
- Very good knowledge of German, English and French; an additional European language is also desirable.

Please send your resume and supporting documents in digital form with information about your earliest possible starting date and your salary expectations to career@init.de.

]init[Digital Communication

Human Resources

Nicole Bengelsdorf

Köpenicker Str. 9

10997 Berlin

Germany

Please visit us also on our Facebook Fanpage: <http://www.facebook.com/de>.

Online application

Applicants can send their documents to our HR department via the form “Online application”. Fields marked with an * are essential for the form to be send. In this case a maximum of four files can be attached to the form. You will receive an e-mail confirmation as soon as the form has been transmitted successfully.

Communications and Social Media Internship

UNITEE - New European Business Confederation

Brussels, Belgium

PURPOSE

As UNITEE's Communications and Social Media Intern, you will have the great challenge of branding the reputation of UNITEE by making use of the modern techniques and tools of communication. In particular, you will be in charge of editing our monthly Newsletters and developing our social media content. You will also help our Blog Editor in defining the Blog's strategies and content as well as in maintaining the Blog.

You will also have the opportunity to assist the rest of the team in its various tasks (event management, public relations).

Communications and social media (60%)

- Assist our Blog Editor with the maintenance of the Blog but also with the editorial strategies, the content (proofreading, editing) and the communication;
- Coordinate the production and development of our Newsletter as well as social media content (Facebook; Twitter);
- Assist with content development for our Blog and brochures and create new communications products (marketing materials...)
- Write articles for our review, website...
- Conduct interviews (post-event interviews, success stories...);

Other (40%)

- Help with the organisation of a Business and Trade Fair (logistics, communication, sponsors...);
- Undertake researches on a given topic;

Assist our Event Manager with event production (template, reports, and logistics);

REQUIRED COMPETENCIES/SKILLS

Interpersonal skills

Ability to work both independently and in a team (with people from different cultural background);

Ability to take initiatives and be creative;

Communication and language skills

Clear, concise style and proofreading techniques;

Excellent oral and written communication skills;

Excellent English;

IT skills

Uses MS Excel, MS Word and Power Point software in a proficient manner;

Good knowledge of Indesign and Photoshop would be an asset.

IT skills

- Uses MS Excel, MS Word and Power Point software in a proficient manner;

- Good knowledge of Indesign and Photoshop would be an asset. Please send your CV and cover letter to: alacroix@unitee.eu

Duration: 5 months, full time

Location: Brussels

Expenses: UNITEE cover interns' transport expenses via a contribution of 100 euros/month

Starting date: 02/02/2015

Deadline for applications: 19/01/2015

EU Advocacy Internship - Spring/Summer 2015

HRW - Human Rights Watch

Brussels, Belgium

The Advocacy division of Human Rights Watch ("HRW") is seeking a full-time intern for the Brussels office. The intern will primarily focus on advocacy projects related to the EU Common Foreign and Security Policy/External Relations. Responsibilities include, but are not limited to, monitoring the activities and policies of the European Union in the area of human rights; organizing and/or attending meetings; promoting HRW report findings; writing correspondences; conducting research; and some administrative tasks. The internship will start on 2 March and will last for a minimum of four to six months.

This internship is unpaid. However, interns may be reimbursed for some lunch and local travel costs as pre-approved by HRW and in accordance with HRW policy. HRW internships often

offer direct exposure to the workings of an international human rights organization, close supervision by the HRW staff, interaction with international organizations and foreign and domestic government officials, and opportunities to attend lectures, trainings and special events relating to human rights at the EU and elsewhere.

Qualifications: Applicants should be well-organized, highly motivated, proactive, reliable, and willing to learn, with a good knowledge of and proven interest in international human rights. They must possess an excellent verbal and written command of English. French and/or any other EU language skills are also advantageous. Applicants must have strong knowledge of EU foreign policy and excellent working knowledge of Microsoft Word, Outlook, and internet research tools. Previous professional experience within an EU institution/NGO is desirable but not necessary.

How to Apply: Please apply by 18 January by sending a letter of interest, resume, names or letters of reference, and a brief, unedited writing sample (no calls or email inquiries, please) to advocacyinternships@hrw.org. Please use "EU Advocacy Internship Brussels Spring/Summer 2015" as the subject of your email. Due to the large number of applications expected, we regret that only shortlisted candidates will be contacted. Only complete applications will be reviewed.

Traineeship (S/MAC PhD)

ECB - European Central Bank

Frankfurt am Main, Germany

The Macroeconomic Statistics Division forms part of the Directorate General Statistics (DG/S) of the European Central Bank (ECB) and is seeking two recent graduates currently undertaking post-graduate studies for its PhD Traineeship Programme in 2015.

DG/S is responsible for developing, compiling and disseminating the statistics and related statistical indicators that the ECB needs to conduct its monetary policy, and that enable the other functions of the ECB, the Eurosystem and the European System of Central Banks (ESCB) to be carried out. DG/S also provides statistical support to the European Systemic Risk Board (ESRB) and the European Single Supervisory Mechanism (SSM).

For this purpose, DG/S cooperates closely with other business areas within the ECB, the national central banks of the Member States of the European Union (EU), the European Commission (especially Eurostat), European and national supervisory authorities, international organisations, the national statistical institutes of EU Member States and the statistical departments of certain international institutions.

Within the Macroeconomic Statistics Division, the Sector Accounts and Fiscal Statistics Section is responsible for, among other tasks, compiling and disseminating the quarterly integrated euro area accounts.

The General Economic Statistics Section is responsible for supporting economic analysis by

disseminating a wide selection of economic data at monthly and quarterly intervals, including main economic aggregates (prices and national accounts aggregates), labour market statistics and opinion surveys, as well as by compiling these where they have not already been made available by other institutions.

Trainees will be expected to:

- participate actively in the work of the Division;
- gain an insight into conceptual, methodological and operational work on statistics in a policy-oriented environment;
- work independently, under the guidance of a mentor, but able to use their initiative and to interact with other members of staff;
- complete a conceptual or empirical study, suitable for presentation at an internal seminar.

The following two positions are available:

- General Economic Statistics Section: the trainee will work on real estate statistics with a view to, in particular, enhancing an experimental ECB dataset on indicators of commercial property prices;
- Sector Accounts and Fiscal Statistics Section: the trainee will work on developing statistics on household wealth which combine data from the macroeconomic accounts with results from micro data sources.

Both positions involve the practical application of knowledge, in improving the quality of large datasets through validation, imputation, interpolation, nowcasting, backcasting and reconciliation.

Qualifications and experience

Applicants must have the following knowledge and competencies:

- currently studying for, or having recently completed, a PhD in economics, econometrics, statistics, mathematics, social science or other relevant disciplines (e.g. computer science or real estate and planning);
- a master's degree in one of the above disciplines;
- competence in the use of statistical or mathematical software packages (with a preference for Matlab), time series databases (for instance, SASr similar) and related computer programming experience; or, alternatively, a sound knowledge of, and experience in, dealing with large and complex datasets (for example, "big data" or micro data);
- knowledge of international statistical standards and of economic statistics would be a major advantage;
- ideally, knowledge of, or experience in, financial instruments, institutions and markets, as well as in statistical methods;
- an advanced command of English;
- an intermediate knowledge of at least one other official language of the EU;
- good IT skills and a sound knowledge of MS Office (in particular Word, Excel, PowerPoint and Access);

Competencies

The successful candidate will have the following behavioural competencies:

- examines issues critically and applies relevant approaches geared towards finding successful solutions;
- analyses complex datasets from a variety of sources;
- communicates ideas in an effective manner and ensures mutual comprehension;
- capacity to simultaneously handle different tasks independently and work without close

supervision, while knowing when to involve others;

- supports team members without assuming responsibility for their work;
- shares information and supports team members in the achievement of common goals;
- ability to prioritise tasks, pay attention to detail, as well as to retain the big picture and deliver high-quality results within tight time frames.

Closing Date for Applications: 16.01.2015

Further information

PhD traineeship for a period of three to six months, with the possibility of an extension up to 12 months in total.

Closing Date for Applications: Fri, 16 Jan 2015

This position has been allocated to salary band:

[Apply on the ECB e-recruitment portal](#)

Events and Communications Internship

FIA Region I

Brussels, Belgium

The FIA (Fédération Internationale de l'Automobile) Region I office in Brussels, representing 111 Automobile Clubs in Europe, the Middle East and Africa, is currently seeking a dynamic, enthusiastic intern to support our event, policy and communications work.

Description

This full-time, internship is open to students only and a small stipend will be offered for living expenses. Please mention if you are currently a student in your email. If you are not a student you are not eligible for this internship. The duration is variable and depends primarily on your school's internship programme. We are looking for a candidate to start late February/early March.

Tasks

- Event website preparation and updating;
- Invitation drafting;
- Research;
- Documentation/visual materials/meeting pack preparation;
- Support through the event/fair;
- Photo galleries and video creation;
- Inventory of materials;
- Draft/Publish articles of interest for Clubs on the website;
- Draft working documents to prepare meetings;
- Update websites & contact database;
- Support administrative tasks;
- Write up summaries/minutes of meetings attended;
- Proofreading;
- Layout of documentation;
- Press monitoring.

Profile

- Strong organisational skills with an ability to prioritise time-sensitive assignments;
- Proficient in Microsoft Office;
- Strong skills in work with images and layout;
- HTML knowledge;
- Creative and flexible;
- Graphic design skills/interest a plus;
- Appreciates the importance of presentation;
- Reliable;
- Communication skills strong writing skills a plus;
- Native or equivalent English.

CVs with covering letters can be sent to info.region1@fia.com.

Spring 2015 Trainee, Asia Program**GMF - German Marshall Fund of the United States****Brussels, Belgium**

The German Marshall Fund of the United States (GMF) strengthens transatlantic cooperation on regional, national, and global challenges and opportunities in the spirit of the Marshall Plan.

GMF does this by supporting individuals and institutions working in the transatlantic sphere, by convening leaders and members of the policy and business communities, by contributing research and analysis on transatlantic topics, and by providing exchange opportunities to foster renewed commitment to the transatlantic relationship.

In addition, GMF supports a number of initiatives to strengthen democracies. Founded in 1972 as a non-partisan, non-profit organization through a gift from Germany as a permanent memorial to Marshall Plan assistance, GMF maintains a strong presence on both sides of the Atlantic. In addition to its headquarters in Washington, D.C., GMF has offices in Berlin, Paris, Brussels, Belgrade, Ankara, Bucharest, Warsaw, and Tunis. GMF also has smaller representations in Bratislava, Turin, and Stockholm.

The Asia Program addresses the implications of Asia's rise for the West - in particular, how Asia's resurgence will impact the foreign policy, economic, and domestic challenges and choices facing the transatlantic allies - through a combination of convening, writing, strategic grants, study tours, fellowships, partnerships with other GMF programs, and partnerships with other institutions. The intern will benefit from exposure to GMF's network, its high level events and interactions with various policy actors. Since the internship takes place in Brussels, interns are often able to attend various related events on behalf of GMF staff.

The Asia Program internship offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs. Our office is easily accessible by public transport links and is directly next to Schuman metro station. GMF offers a stimulating, supportive work environment.

Key Areas of Responsibility:

- Data entry and administrative tasks;
- Assisting in the coordination of our small/mid-scale convening Brussels based events;
- Providing administrative and research support for the Asia program and Brussels office.

Qualifications and Requirements:

- Fluency in English is required; a European or an Asian language is a plus;
- Excellent written and oral communications skills;
- Proficiency with Microsoft Office (Word, Excel, and Outlook) is essential;
- Comfortable multi-tasking, and working independently and as part of a team;
- Experience in event management is a plus;
- Bachelors degree in International Relations, International Development, Regional Studies, Economics or Security Studies or similar;
- Strong interest in Transatlantic, European and Asian policy issues;
- Good interpersonal skills and ability to work in a multicultural environment.

Start and Length of Internship:

- Preferred starting date: February 2015;
- Preferred duration: 6 Month.

Qualifications and Requirements:

Fluency in English is required; a European or an Asian language is a plus.
Excellent written and oral communications skills.
Proficiency with Microsoft Office (Word, Excel, and Outlook) is essential.
Comfortable multi-tasking, and working independently and as part of a team.
Experience in event management is a plus
Bachelors degree in International Relations, International Development, Regional Studies, Economics or Security Studies or similar.
Strong interest in Transatlantic and Asian policy issues
Good interpersonal skills and ability to work in a multicultural environment

Start and Length of Internship:

Preferred starting date: February 2015
Preferred duration: 6 Month

Please note that Non-EU-citizens need to either have a student status or already be in possession of a work permit.

Application Process

To be considered for this position, please submit your cover letter and current resume (**as one document**) to <https://home2.eease.adp.com/recruit/?id=15148652>. Due to the high volume of responses, we will only contact candidates of interest.

- See more at: <http://www.gmfus.org/about-gmf/career-opportunities/spring-2015-trainee-asia-program-brussels/#sthash.OQI9cQKp.dpuf>

Internship in European Affairs/Financial Sector
ECSDA - European Central Securities Depositories Association
Brussels, Belgium

ECSDA is a professional European association active in the financial sector. We are looking for a student internship in early 2015 (unpaid), for 3-4 months depending on university requirements.

The primary mission of the intern will be to prepare a 10-20 page research report on an issue of particular interest to the CSD community. The topic currently under consideration pertains to shareholder transparency and CSD services for shareholder identification services, but other topics can be envisaged. The intern will be expected to research publicly available information as well as private sources and will benefit from the support of fellow staff members as required, but (s)he must be prepared to deal with technical issues in the area of financial markets services.

In addition to working on this report (which is expected to be completed by the end of the internship, and ultimately published), the intern will have opportunities to contribute to one or more of the following, depending on individual preferences and aptitudes:

- Development of tutorials or other educational material on the CSD business;
- Drafting meeting and legislation summaries;
- Organisation of and participation in meetings with members and external parties;
- Updating the website, suggesting and implementing functionality improvements;
- Improvement and further extension of the CSD online database.

• The ideal candidate should:

- Be currently studying at a higher education institution;
- Have an interest both in European affairs and financial markets;
- Be a self-learner and not afraid of studying technical issues;
- Have good online research skills and attention to detail;
- Fluency in English is indispensable, as well as excellent drafting skills.

• Internship duration: 3-4 months full time, 4-5 months part time (minimum 2 days per week).

• The start date is flexible, depending on the University requirements, but we would ideally like a start

• date in January, February, March or April 2015.

• PLEASE NOTE THAT ECSDA WILL ONLY ACCEPT APPLICATIONS FROM CURRENT STUDENTS

• (NOT RECENT GRADUATES).

• We cannot offer a paid internship at this stage and we require students to be covered by their University

- for insurance purposes. Students will be responsible for their own accommodation and living costs.
- That said, we commit to provide interesting assignments, plenty of learning opportunities, and a good
- working environment. Some occasional expenses related to the internship can be reimbursed (e.g.

monthly Brussels transport card).

A CV and motivation letter should be sent by email to internship@ecsd.eu to the attention of Soraya

Belghazi, Secretary General.

Trainee Public Affairs & Communications, Industrial Biotechnology Team

EuropaBio - The European Association for Bioindustries

Brussels, Belgium

Ranked as the most effective European Trade Association in Brussels in 2013, EuropaBio works through an outstanding Team of motivated and dedicated individuals to promote an innovative and dynamic biotechnology-based industry in Europe. Our members are involved in research, development, testing, manufacturing and commercialisation of biotechnology products and processes. Our corporate members have a wide range of activities: human and animal health care, diagnostics, bio-informatics, chemicals, crop protection, agriculture, food and environmental products and services. We also represent a number of national biotechnology associations in Europe which in turn represent more than 1.800 biotech SMEs.

Today, the Industrial Biotechnology Team of EuropaBio is looking for a motivated trainee for a period of 6 months from January to July 2015. You will be working closely together with industry experts within a small but dynamic multinational team, based at the EuropaBio secretariat, in Montgomery, Brussels. This traineeship will provide valuable insights, contacts and experience for candidates interested in industry, sustainability, climate change, energy and environmental issues.

Tasks/Projects

During the six-month period, the trainee will be asked to assist with a range of tasks. These may include requests to:

- Assist in updating, researching and drafting industrial biotech policy documents and position papers;
- Help with the preparation of internal and external communications materials and correspondence for the industrial biotech team;
- Monitor the press, help review and summarise news on Bio-based industries and assist with the preparation of the Association's internal and external newsletters;
- Assist with meeting organisation including preparation for working group, expert group and Council meetings and assist with the drafting and finalisation of minutes;
- Help monitor and map the developments and activities in and around the European Council, Parliament and Commission on a wide variety of issues;
- Help prepare activities related to the forthcoming Presidencies;
- Support the team in coordinating and successfully delivering an FP7 project on industrial

biotechnology innovation;

- Attend external events and prepare briefing notes to summarise these for the industrial biotech team;

- Assist with preparation for the European Forum on Industrial Biotechnology which is going to take place in Madrid in October 2015.

Candidate Profile

Essential

- Must be an EU citizen (with the necessary permits to work throughout the EU);

- Must be graduated;

- Must NOT have already completed a 12-month ‘immersion professionnelle’ or have been in full time professional employment yet;

- Must have a very high standard of both written and spoken English (office language);

- Needs strong drafting skills and attention to detail;

- Should be a good team player but also capable of working independently;

- Must be able to present work in clear and concise manner;

- Needs an interest in sustainability, resource efficiency and the bio-based economy;

- Must have MS Computer Skills (PowerPoint and Word in particular);

- Should possess a good understanding of the European decision-making process;

- Good interpersonal skills and personal presentation;

- The ability to work under pressure and to tight deadlines;

- The ability to produce work of a high standard, to use initiative and to regularly report on progress.

Desirable

- Fluency in more than one EU language;

- An interest in agriculture, industry, innovation, the environment, climate change and energy production;

- A background in EU Affairs and/or Industrial Biotechnology;

- A background with FP7 projects.

- Terms and conditions

- You will be offered a professional integration agreement for 6 months. Working hours are from 09:00

- until 18:00 Monday to Friday with a one-hour break for lunch. The trainee will be entitled to 6 days

- holiday plus national bank holidays.

- To apply, please send a CV and a cover letter to Mélanie Moxhet m.moxhet@europabio.org with the subject “Trainee IB Team”.

Media Communication Division

EIB - European Investment Bank

Luxembourg

The **EIB**, the European Union's bank, is seeking to recruit for **its Secretariat General (SG) in the Communication Department (COM), Media Communication Division**, at its

headquarters in Luxembourg, a Head of Media Communication Division. This is a full time position. Appointment will be made on the basis of a fixed term contract of 4 years.

Purpose:

Head of Media Communication drives the Bank's engagement with national and international media across Europe and globally. S/he will be in charge of a team of press officers based in Luxembourg and in some of the Bank's offices across Europe. The Head of Media Communication is a senior, high profile role reporting to the Head of Communications Department and working in close contact with the Bank's President and top management.

Operating network:

The jobholder reports directly to the Head of the Communication Department. Internal contacts include top management and all directorates dealing with external audiences. External contacts include peers in EU institutions and IFI's and media across the EU and other relevant countries.

Responsibilities:

- Contribute to the ongoing development of the Bank's external communication strategy and action plan;
- Develop and implement a media strategy addressing all communications outlets and tools - traditional and non-traditional (including social media, video, data visualization), specialist and generalist, linear and non linear - to maximize audience reach and heighten visibility, understanding, and support for the Bank's aims among a growing range of audience groups;
- Overall management of media relations, in line with the Bank's corporate communication strategy;
- Management, guidance and coaching of staff;
- Proactively seek out areas and occasions for promoting the EIB externally: Theme-setting and story-telling in line with the organization's strategic objectives;
- Ensure proper and effective organization of media events including press conferences and interviews for the members of the management committee;
- Ensure updating and creation of media material including country fact sheets, power point presentations for press conferences;
- Media monitoring of specific topics of interest for the Bank;
- Supervise and coordinate replies to media inquiries;
- Supervise and coordinate creation of Q&As and "lines-to-take";
- Supervise and coordinate creation of press releases;
- Ensure day-to-day operational management of division (planning of workload, allocation of resources, budget management, procurement);
- Provide specific advice and assistance to members of the management committee and staff in relation to external communication;
- Ensure close cooperation with external offices other relevant internal departments/divisions;
- Represent the communications department in intra-directorate meetings and committees as appropriate.

Qualifications:

- University degree, preferably oriented towards public relations, journalism, political sciences, business administration or economy;
- At least 10 years of professional experience in journalism, communications, public relations or related field;
- Established network among key European and global media outlets;

- Experience in managing teams;
- Excellent skills in communicating with the media and different public audiences;
- Understanding of new media channels and tools and of the impact of technological change on media production and consumption;
- Proven ability to write speeches and press articles on various topics of political and economic nature;
- Very good knowledge of the EU institutional and political framework;
- Very good understanding of politics and of the banking sector;
- Experience in dealing with sensitive issues;
- Excellent command of English and French(*); knowledge of German and other languages would be an advantage.

Competencies:

- Providing direction: translates organizational goals and strategic direction into team and individual actions;
- Change orientation: drives change and innovation to realize the Bank's mission and strategy;
- Coaching and development: guides and develops others to make the most of their skills and potential;
- Delegation: delegates responsibility as appropriate, and provides others with the means and authority to act within their own area of responsibility;
- Creativity and the proven ability to take initiative and deliver results;
- Strong written and verbal communication skills;
- Strategic thinking, problem solving approach;
- Excellent interpersonal and influencing skills, ability to act with tact and diplomacy.

(*) There may be certain flexibility on this requirement, but limited to particularly suitable candidates who may not yet be proficient in one of the two languages. If selected, such candidates will be hired on the condition that they build up rapidly knowledge of the relevant language and accept that their future career in the EIB may be subject to the attainment of sufficient proficiency in both of the Bank's working languages.

For more details and to apply, please go to <https://erecruitment.eib.org>, selecting Job ID 101787.

Deadline for applications: 16th January 2015.