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## Oferte de stagii și internships respective angajare pentru studenții Pro-Market în Uniunea Europeană pentru luna **Decembrie 2014**

Majoritatea ofertelor sunt oferte de internships platite pentru care sunt eligibili și studenții/ Majoritatea ofertelor sunt în Bruxelles.

În eventualitatea în care există studenți din grupul țintă Pro-Market interesați de a aplica echipa de implementare a proiectului Pro-Market vă stă la dispoziție pentru realizarea dosarului de candidatură (realizare CV, scrisoare de motivație, portofoliu de expertiză) respectiv consiliere pentru prezentarea la interviu.

Crearea unui dosarului de aplicare și participarea la un interviu este o excelentă experiență pentru tranziția de la educație la viață activă în orice domeniu !

### ATENȚIE

**Cunoasterea limbii engleze a devenit conditie obligatorie de angajare in companii multinationale !**

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## 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.

ECSDA cannot offer paid internships and requires students to be covered by their University/School for insurance purposes. Students are responsible for their own accommodation and living costs. That said, we commit to provide interesting assignments, plenty of learning opportunities, and a goodworking environment. Some occasional expenses related to the internship can be reimbursed (e.g. monthly Brussels transport card).

#### Application Process

A CV and motivation letter should be sent by email to [internship@ecsd.eu](mailto:internship@ecsd.eu) to the attention of Soraya Belghazi, Secretary General.

## External Relations On-line Communications Trainee

### Cambre Associates

#### Brussels, Belgium

We are looking for an online communications trainee in our External Relations and International Trade Practice. The successful applicant will assist in monitoring, developing content and managing various social media platforms as part of the implementation of a long-term integrated social media strategy. The



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trainee will also be called upon to assist in other related activities, including event management and video production.

This is an excellent opportunity for a recent graduate with a high level of spoken and written English and strong online communication experience to develop a range of skills including digital campaigning, research and analysis, effective writing, event organisation, project management and client relations (the successful candidate will be client facing).

### Qualifications and Experience

The successful candidate will have:

- A University degree in EU affairs, international relations, communication, journalism, public relations and marketing or related subject;
- Knowledge of East Asia and EU relations with East Asia would be a strong asset;
- A valid EU work permit.

### Competences

The successful candidate will demonstrate:

- Excellent command of English. Additional languages, notably Mandarin, will be an asset;
- Excellent online skills and demonstrable experience in managing a variety of social media platforms (Twitter, Facebook, YouTube, Flickr);
- Good knowledge of Photoshop. Additional knowledge of design and editing software will be an asset;
- Excellent organisational skills;
- Ability to work independently;
- Good time management skills;
- Attention to detail;
- Customer service orientation;
- Initiative;
- Commitment;
- Teamwork.

**Please note:** To apply, please fill out **this application form** and send it to Veronika Jermanova at [officemanager@cambre-associates.com](mailto:officemanager@cambre-associates.com) no later than **09 December 2014** with the subject line: “*Application for External Relations Social Media traineeship*”.

Please attach a CV, cover letter, short writing sample and your answer to the brief practical exercise outlined in the application form.



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## EU Public Affairs Trainee With European Parliament Experience

Cambre Associates is looking for a Public Affairs Trainee with relevant experience in the European Parliament.

### Tasks:

- Research, monitoring, analysis and reporting on policy and legislative developments in a variety of sectors.
- Support and input on lobbying campaigns.
- Work closely in particular with the European Parliament.

### Profile:

- At least a Bachelor's degree in a relevant discipline, such as political science, law or European studies.
- Relevant experience in the European Parliament, e.g. internship or short term contract.
- Excellent command and drafting skills in English.
- Good knowledge of EU decision-making processes.
- Interest in developing consultancy skills.
- Ability to multi-task and a proactive, self-starting 'can do' attitude are essential.
- Capable of taking initiative and working well under pressure.
- Good team player with proven writing, research, and organisation skills is a must.
- Computer skills: Microsoft Word, Outlook, PowerPoint and Excel.

### We offer:

- A 6-month paid trainee contract
- A highly stimulating international work environment
- The opportunity to start a career in PA & PR.

Start date: as soon as possible.

Please apply only if you meet the above requirements. Unfortunately, due to the very high number of applications we receive, only short-listed applicants will be contacted.

Please note: Applicants for this vacancy should have a valid EU working permit. To apply, please send your motivation letter and a CV (two pages maximum) in English to Veronika Jermanova at [vjermanova@cambre-associates.com](mailto:vjermanova@cambre-associates.com) by 22nd September 2014 with the subject line: Application for PA traineeship – European Parliament experience.



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## Communications Intern Assistant (Two positions)

### CBSS - Council of the Baltic Sea States

#### Stockholm, Sweden

The Permanent International Secretariat of the Council of the Baltic Sea States (CBSS) is looking for two communications interns to join the Secretariat in Stockholm for a four-month full-time internship starting February 2015. The deadline for submission of applications is the 16 of December 2014.

#### Responsibilities

Depending on organisational needs, daily responsibilities may include:

- Update social media channels
- Assist the development and implementation of communication strategies for various projects within the CBSS framework
- Support website content development and maintenance
- Distribution of communication materials, including the CBSS newsletter
- Documentation (photography, films)
- Media monitoring
- Assist drafting and editing information materials
- Take minutes at weekly meetings and/or as required
- Perform other duties as required

#### Competencies

- Familiarity with social media channels
- Ability to draft and edit clear and concise texts
- Creative thinking and a passion for producing quality work
- Capability of working both individually and in a team, as well as communicating in a multicultural environment
- Ability to prioritise, meet deadlines and coordinate between multiple partners and stakeholders

Please send your application to Ms. Mirjam Külm at [mirjam.kulm@cbss.org](mailto:mirjam.kulm@cbss.org)

## Communications and Social Media Intern

### PHAP - International Association of Professionals in Humanitarian Assistance and Protection

#### Geneva, Switzerland

#### Summary

The International Association of Professionals in Humanitarian Assistance and Protection (PHAP) is recruiting a Communications and Social Media Intern to start in January 2015 at its office in Geneva, Switzerland, on a full-time basis, for a period of three months, with a possibility of extension. As an integral part of a small and dynamic professional team, the Communications and Social Media Intern will contribute significantly to the communication efforts of the association, including through planning PHAP's online publications on different aspects of humanitarian action, managing and developing the



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association's social media presence, editing articles and thematic notes written by PHAP members, drafting news stories and other web content, and in other ways promoting all of the different aspects of the association's activities.

### About PHAP

The International Association of Professionals in Humanitarian Assistance and Protection (PHAP) is the world's only member-governed, sector-wide association of professionals engaged in humanitarian assistance and protection. Its global member network encompasses the full spectrum of institutional affiliations and professional backgrounds in the humanitarian sector. Established in mid-2010, PHAP's mission is to enhance the humanitarian sector's ability to respond in a professional manner to current and future crises. To this end, it pursues the following strategic objectives: build capacity of professionals to assist and protect crisis-affected people; distill professional knowledge and disseminate good practices for humanitarian action; create a space for reflection and exchange on policy issues within the humanitarian sector; cultivate networks and provide services to further the professional development of its members.

### Conditions

- Starting date: Early January 2015;
- Based in Geneva (must be legally able to reside in Switzerland for the entire duration of the internship);
- Full-time schedule of five days (40 hours) per week;
- 
- Three months, with possibility of an extension depending on status;
- Note that this is not a paid position. However, a stipend may be available after three months, in case the internship is extended.

### Duties

- Assisting with various aspects of PHAP's content production and external communications, including:
- Drafting news stories and other web content on PHAP's activities;
- Planning and preparation of PHAP's newsletters;
- Managing and developing the association's social media presence on Twitter, Facebook, LinkedIn, and Google+;
- Managing the association's dedicated Twitter account for consultations and thematic discussions;
- Maintaining a live Twitter feed from online events;
- Editing PHAP member articles, thematic updates, and thematic notes;
- Planning and carrying out featured member interviews;
- Carrying out member interviews for special features;
- Carrying out welcome calls with new members;
- Contributing to other tasks and projects as assigned by the Executive Director or the Membership and Communications Coordinator

### Qualifications

- Legal ability to reside in Switzerland for the entire duration of the internship;
- Excellent English language skills, including both written and verbal communication skills;



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- Demonstrated interest in and knowledge of the field of humanitarian affairs;
- Demonstrated ability to draft clear and concise texts for external communication (writing sample welcome but not required);
- Strong IT skills (Word, Excel, databases) together with a demonstrated aptitude and enthusiasm for learning how to use new IT tools and systems;
- Knowledge of HTML and CSS is an advantage;
- Prior experience working with content management systems (in particular Drupal);
- Prior experience working in a membership organization/ professional association is an advantage;
- Strong organizational skills, resourcefulness, flexibility and ability to efficiently handle multiple tasks;
- Ability to work independently, with attention to detail;
- Entrepreneurial spirit.

### **DEADLINE: Saturday, 13 December 2014, 12:00 midnight GMT**

- By Saturday, 13 December 2014, 12:00 midnight GMT, applicants should send their cover letter and CV (and, optionally, writing sample) by email to jobs@phap.org (applications sent by email will be acknowledged automatically upon receipt). Please note that all application materials must be written in English.
- In addition, in order to be considered for the internship, all applicants **MUST** register and complete an online skills assessment and brief questionnaire before Saturday, 13 December 2014, 12:00 midnight GMT. Therefore, please do not wait with sending in your application until the last minute. (Instructions and the registration link for the online skills assessment will be sent by email to applicants immediately after they submit their cover letter and CV to jobs@phap.org. The online skills assessment is not a timed test, but the time taken to complete it may be taken into consideration. Candidates are advised to schedule up to 2 hours to complete it.)
- If you are interested in simultaneously applying for more than one internship opportunity with PHAP, you will be able to indicate this at the beginning of the online skills assessment.
- Interviews will take place the week 15-19 December, via phone/Skype.

### **Communications Intern**

#### **EMMA - European Magazine Media Association**

#### **Brussels, Belgium**

The Future Media Lab. is a think tank initiative hosted by the European Magazine Media Association (EMMA). The Future Media Lab. operates at the interface of media innovation and public policy. It is therefore run by the Brussels based EMMA Secretariat.

The aim of the Future Media Lab. is to bridge the gap between fast-paced innovations in the media sector and the long-lasting legislative process at EU level by anticipating the future media landscape. How do we do this? By initiating knowledge sharing in innovative formats (i.e. conference on “understanding



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disruptions”), driving focus topics (i.e. funding journalism) and running workshops (i.e. crowdfunding for media companies). [www.futuremedialab.info](http://www.futuremedialab.info)

EMMA is a non-profit organization representing over 15.000 magazine publishers throughout Europe publishing over 50.000 titles in Europe, reaching on average 80% of European adults. 300 million Europeans read magazines on a regular, consistent basis. More information is available on [www.magazinemedia.eu](http://www.magazinemedia.eu)

EMMA is offering an unpaid, full-time internship at the Secretariat’s offices in Brussels for a period of 6months (a small allowance for transport and food will be paid). This internship will be of benefit particularly for anyone who seeks professional experience related to communication in a European think tank initiative at the interface of media innovation and public policy.

### Duties:

The internship offers the possibility to learn about the work of the Future Media Lab., especially its advocacy and communication actions in Brussels.

It consists of support and assistance in the following areas:

- Supporting the organization of Future Media Lab events (conferences, workshops, etc.)
- Supporting the Future Media Lab.’s administration and organisational work, such as event registration, database management, etc.
- Updating and developing the Future Media Lab. website and other media tools such as LinkedIn, Twitter, Facebook
- Expanding the Future Media Lab.’s sponsors relations
- Support of the Communication Officer in developing and implementing new communication activities and projects

### Qualifications:

- Candidates should have excellent English language skills and very good written and verbal communication skills; the knowledge of one other EU language would be an asset
- Experienced user of Adobe InDesign, knowledge of Adobe Photoshop/Illustrator
- Knowledgeable in HTML and WordPress websites
- Strong IT skills (Word, Excel, PowerPoint, database)
- The candidate should be self-motivated, well organized, and able to work efficiently and autonomously
- The person should be an excellent team-player and be interested in media innovation, EU policy and should enjoy thinking “outside the box”

**EMMA internships are only open to candidates registered in a University/school/institute, as a contract must be signed between EMMA and the student’s home university. Please note that this is a compulsory condition; applications that do not match this criterion will not be short listed.**





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### How to apply:

Please send a **CV** and **covering letter** to Max von Abendroth, Executive Director of EMMA to the following email address: [intern@magazinemedia.eu](mailto:intern@magazinemedia.eu)

**Subject heading:** Application Intern + your name

Only candidates invited for interview will be contacted. **Interviews will be held the week of 15 December. The ideal candidate would be able to start at the beginning of January 2015.**

**DEADLINE: 12 December 2014**

## Corporate Governance Research Analyst – QuickScore

### ISS - Institutional Shareholder Services

#### Brussels, Belgium

### ABOUT ISS

Institutional Shareholder Services Inc. (ISS) is the world's leading provider of corporate governance solutions for asset owners, investment managers, and asset service providers. ISS' solutions include objective governance research and recommendations, end-to-end proxy voting and distribution solutions, turnkey securities class-action claims management, and reliable global governance data and modeling tools. For further information on ISS, please visit our web site at [www.issgovernance.com](http://www.issgovernance.com).

### POSITION OVERVIEW

ISS is seeking a Corporate Governance Research Analyst for a position based in Brussels. You will analyze corporate governance and financial information, collect data and prepare governance rating reports on publicly traded companies in Russia, Germany, Switzerland and Austria. You will collaborate with other analysts on research and articles, deepening your understanding of the corporate governance and investment management field.

### MAIN RESPONSIBILITIES

- Monitor and update QuickScore rating product for the universe of companies in your markets;
- Develop market expertise in corporate governance, investment and shareholder issues;
- Engage with companies, institutional investors, and various organizations and government/regulatory/listing authorities;
- Participate and conduct research to help with QuickScore methodology development and update efforts;
- Update market-specific methodology and quarterly product updates;



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- Answer internal/external client/issuer queries on QuickScore rating reports;
- Write quarterly reports and periodic articles for publication for respective market(s);
- Participate in various working committees and/or projects;
- Working on other research products.

### DESIRED EXPERIENCE AND QUALIFICATIONS

- Strong analytical ability and financial understanding of investment issues;
- Strong oral and written communication skills;
- Required languages: native speaker competence in **Russian** and fluent in **English** (proficiency in **German** would be an advantage);
- Work independently and take initiatives but also are a team player, able to cooperate with the other team members;
- Good eye for detail;
- Organized and structured mind to deal with large quantities of work and strict deadlines;
- Master's degree in Law and/or Finance, Economics or equivalent through experience;
- Preferably 1 to 3 years of experience in corporate governance/investment analysis/research with a focus on the Eastern-European region;
- Basic understanding of finance and capital markets.
- Applicants should email a cover letter along with a CV in English to EMEA\_Recruitment@issgovernance.com using the reference "**Research Analyst – QuickScore**" in the email subject.

Deadline: **December 20, 2014**

### Policy Advisor Non-life Insurance

#### Insurance Europe

#### Brussels, Belgium

Insurance Europe is the European insurance and reinsurance federation. Through its 34 member bodies - the national insurance associations - Insurance Europe represents all types of insurance and reinsurance undertakings, eg pan-European companies, monoliners, mutuals and SMEs. Insurance Europe, which is based in Brussels, represents undertakings that account for around 95% of total European premium income.

Insurance makes a major contribution to Europe's economic growth and development. European insurers generate premium income of more than €1 110bn, employ almost one million people and invest over €8 500bn in the economy.

For our non-life, life and macro-economics department, we are looking for a *(m/f) Policy Advisor Non-life Insurance*.



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## Function

- Is responsible for monitoring various EU regulatory initiatives within the non-life insurance domain and provides thorough analysis of non-life insurance developments and their impact on European insurance companies;
- Synthesises internal stakeholders' feedback and prepares papers that reflect the European insurance industry's views on a range of technical and political issues relating to the non-life insurance domain. Communicates information constructively and effectively to Insurance Europe's internal stakeholders (e.g. is a point of contact for members, updates members regarding legislative developments); Prepares, supports and follows-up on the relevant Insurance Europe working groups; contributes to building common industry views;
- Assumes responsibility for contacts and coordination with external stakeholders, including EU institutions (e.g. European Commission, European Parliament) and other public or private organisations;
- Contributes to internal studies and publications relating to the non-life insurance sector;
- Represents the European insurance industry in seminars and conferences, liaises and where needed represents Insurance Europe with other industry groups.
- 
- Profile
- University degree in Law or Economics;
- First experience as a non-life insurance practitioner is an asset; Ability to work independently and in team;
- Strong interpersonal skills;
- Experience in building defendable consensus views amongst stakeholders an asset;
- Active listener, skilled and efficient communicator in an international and multi-cultural environment both verbally and in writing;
- Excellent presentation skills;
- Ability to manage complexity, strong analytical skills and proven ability to synthesise feedback; Multi-lingual, i.e. proficiency in English, other languages desirable.

## Offer

We offer you a challenging and exciting position. You will work in a stimulating international environment, with numerous opportunities for personal development. You will have the possibility to participate in projects that will influence the European insurance industry over the coming years. Permanent position, competitive salary.

## Contact

Please address application letters and curriculum vitae to Insurance Europe, Rue Montoyer 51, 1000 Bruxelles for the attention of Koen Ameye (e-mail: [hr@insuranceeurope.eu](mailto:hr@insuranceeurope.eu)).



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## Economic Adviser/Statistician

### WSBI-ESBG

### Brussels, Belgium

The European Savings and Retail Banking Group (ESBG) and the World Savings and Retail Banking Institute (WSBI) are looking for (m/f) **Economic Adviser/Statistician**.

#### Main tasks:

- Monitoring, analysing and informing members on European and international economic developments in the area of retail financial services;
- Providing economic input to the political and technical papers published by the WSBI/ESBG;
- Coordinating, formulating and presenting members' positions in the relevant areas;
- Collecting, analysing and evaluating statistical data related to the banking sector;
- Maintaining close contacts with EU and international institutions and monitor relevant statistical policy developments;
- Undertaking research projects of relevance in the retail banking sector.

#### Required skills and competences:

- Advanced University Degree in Economics;
- Minimum two years of work experience, ideally in financial services;
- Proven analytical and drafting skills;
- Ability to work in an international team;
- Motivated to develop research in specific retail banking areas on own initiative;
- Perfect English, knowledge of additional languages are considered an asset;
- Relevant computer and presentation skills (Word, Powerpoint, Excel).

#### Applications:

Candidates are invited to [apply online](#) with CV and covering letter to: Human Resources, WSBI-ESBG Joint Office.