

Call for Expression of Interest: UfMS Internships 2017-2018

The UfMS is launching a call for expression of interest of qualified candidates for Internships in 2017-2018. Applications are to be sent following the template that can be found on this webpage, to the address hrintern.recruitment@ufmsecretariat.org indicating the vacancy area of interest (one area per candidate) and the availability to start the internship for a **period of 6 months** according to the indicative dates mentioned in the table below.

Candidates are encouraged to submit their application using a **CV** and the following **template** ([application form](#)).

Your expression of interest will remain in our database. Should there be an internship opportunity for which you meet the qualification requirements, you will be contacted.

In addition to the present call for candidature (table below), a specific job description and necessary additional information might be published.

Completed applications **to start internship from November 2017 onward** must be submitted by **Thursday 9th of November 2017 (midnight, European time, GMT+1)**.

Completed applications **to start internship from January 2018 onward** must be submitted by **Monday 11th of December 2017 (midnight, European time, GMT+1)**.

We can only consider applications from nationals of UfM Member States.

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Indicative programme

Division / Department / Sector	Indicative Description	Indicative Period	Submission Deadline
Cabinet	The intern will be supporting the activities of the cabinet and where appropriate, the organization of UfM Regional Forum.	20th November 2017 until 20th April 2018	9th November 2017
Tourism Activities	The intern will assist on the coordination and the promotion of initiatives by supporting concrete projects related to tourism within UfM activities.	3rd January 2018 until 2nd July 2018	11th December 2017
Communication and Public Affairs	The intern will be supporting the Communication and Public Affairs Unit liaising with the Head of the Unit to assist in the implementation of the events, digital communication, publications and public Affairs.	3rd January 2018 until 2nd July 2018	11th December 2017
Social and Civil Affairs	The intern will work closely with the Social and Civil Affairs Division on the preparation process of events which monitor the achievements made in the field of women economic empowerment.	3rd January 2018 until 2nd July 2018	11th December 2017
Energy	The intern will assist the Division staff in its daily work. She/he will provide research, organize technical information, participate in meetings, deliver reports, assist in the preparation of position papers, general communication and support in organizing events.	3rd July until 31st December 2018	11th December 2017
Transport and Urban Development	The intern will support the Division 2018 action plan and the preparation of events on Sustainable Urban Development.	3rd January 2018 until 2nd July 2018	11th December 2017
Water and Environment	The intern will be supporting the Water and Environment Division by providing assistance in organizing conference and following up blue economy initiatives.	3rd July until 31st December 2018	11th December 2017
Business Development	The intern will support the activities of Business Development Division with particular dedication to the actions related to the Mediterranean Initiative for Jobs – Med4Jobs.	3rd July until 31st December 2018	11th December 2017

Directorate for Operations and Partnerships	The intern will be supporting the Directorate for Operations and Partnerships in its activities. He/she will be supporting the team in the preparation of notes, reports and research, in liaison with all other departments and colleagues related with his/her duties.	3rd July until 31st December 2018	11th December 2017
Administration (Finance and Contracts)	The intern will be supporting the Finance and Contract team in the implementation of the Finance and Contracts action plan, dealing with processes of financial closure and reporting as well as day-to day support in financial and contractual tasks.	3rd January 2018 until 2nd July 2018	11th December 2017
Information and Communication Technology (ICT)	The intern will be supporting the ICT team in the implementation of the IT action plan, dealing with telecommunication, internet matters, with new applications and software as well as helpdesk task to end users.	3rd July until 31st December 2018	11th December 2017
Higher Education and Research	The intern will be supporting the division of Higher Education and Research in its incoming activities in 2018 especially in mobility dossier and universities cooperation.	3rd July until 31st December 2018	11th December 2017