

Publication- Call for Expression of Interest : UfMS Internships 2017

The UfMS is launching a call for expression of interest of qualified candidates for Internships in 2017. Applications are to be sent following the template that can be found on this webpage, to the address hr.recruitment@ufmsecretariat.org indicating the vacancy area of interest (one area per candidate) and the availability to start the internship in 2017. The UfMS may use the information provided to contact candidates for Internship vacancies throughout the year.

Candidates are encouraged to submit their application using the template and a CV. Once you have completed and sent your application, you will receive an email message acknowledging receipt.

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.

Where appropriate, a specific job description and necessary additional information will be published in due time.

The deadline to submit an application is extended until **28th February 2017** (instead of 15th February)

- **We can only consider applications from nationals of UFMS Member States.**

Areas	Indicative Description of the Internship Position
Cabinet/Spokesperson	The intern will be supporting the organization of the 3rd UfM Regional Forum. This main event will be organized in 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 strategy.
Social and Civil Affairs	The intern will work closely with the Social and Civil Affairs Division on the preparation process of the 4th UfM Ministerial on Women Empowerment and the UfM Regional Dialogue, which monitors the achievements made in the field of women economic empowerment.
Energy	The intern will assist the Division staff in its daily work, in direct support to Project Managers and Professional Assistant, providing research and organization of technical information, participating in meetings and drafting minutes and assisting in the preparation of position papers, general communication and organization of events.
Transport and Urban Development	The intern will support the preparation of the Second UfM Ministerial Meeting on Sustainable Urban Development to be held in Cairo, Egypt, in May 2017, including the second Ad-Hoc Senior Officials Meeting on Sustainable Urban Development.
Water and Environment	The intern will be supporting the Water and Environment Division, namely in the Blue economy stakeholders' conference, which is mandated to be held by the UfM Blue economy ministerial declaration. Assistance in organizing this conference, primarily on the logistical aspects, but also in following Blue economy initiatives ahead of the conference will be the key tasks of the intern.
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. She/he will assist in the implementation of Med4Jobs program and its action plan for 2017.
Projects Directorate	The intern will be supporting the Projects Directorate in its activities. He/she will be supporting the team during 2017 in the preparation of notes, reports and research, in liaison with all other departments and colleagues related with his/her duties.
Administration HR	The intern will be supporting the HR section in its activities. He/she will be supporting the team during 2017 in the implementation of the HR action plan, dealing with administrative aspects of recruitment and staff incorporation as well as personnel day-to day support.
Information and Communication Technology (ICT)	The intern will be supporting the ICT service in its activities. He/she will be supporting the team during 2017 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.
Higher Education and Research	The intern will be supporting the division of Higher Education and Research in its incoming activities in 2017 especially in mobility dossier and universities cooperation