



Union pour la Méditerranée
Union for the Mediterranean
الإتحاد من أجل المتوسط

Call for expression of interest: UfMS internships 2021

The Union for the Mediterranean (UfM) is an intergovernmental Euro-Mediterranean organization which brings together all 28 countries of the European Union and 15 countries of the Southern and Eastern Mediterranean. It aims at increasing the potential for regional integration and cohesion among Euro-Mediterranean countries.

In order to reach these objectives, the UfMS has been developing an Internship Programme and is launching a call for expression of interest of qualified candidates from UfMS member states for Internships in 2021.

The UfMS internships 2021 indicative programme

Two vacancies of maximum six months each per Division/Area/Department are usually opened for the budgetary year.

During the pandemic of covid-19, incorporation of selected interns might be delayed and/or limited following the public health situation and related restrictions.

The UfMS reviews on regular basis internship applications in order to fill in the vacancies for the following Divisions/Areas/Departments which you can apply for:

Social and Civil Affairs (SCA)
Higher Education and Research (HER)
Business Development and Employment (BDE)
Energy and Climate Action (ECA)
Water, Environment and Blue Economy (WEBE)
Transport and Urban Development (TUD)
Directorate of Operations and Partnerships (DOP)
Cabinet
Communication and Public Affairs
Tourism
Migration
Administration ⁽¹⁾

Completed applications can be submitted throughout the year. Recruitment process will be conducted according to the availabilities of the divisions/departments/units.

The internships last 6 months and starting dates are decided by UfMS taking into account the selected intern university constraints, UfM work organization policy during the current covid-19 pandemic as well as the concerned Division's/Department's availability.



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During the internship period, the intern shall reside in Barcelona- Spain where the UfMS has its official headquarters during the internship. As for the COVID-19 related restrictions, the UfM Secretariat implements all required health and safety measures and ensures compliance with public health directives, government regulations, and travel bans.

Due to the exceptional circumstances of covid-19 pandemic, interns' incorporation procedure might take longer than usual: i.e. individuals who need a VISA may experience longer process.

⁽¹⁾ While applying, please clearly indicate the exact subject of interest in administration (Human Resources, Finance, Contracts, IT, logistics, Procurement, Legal Advice).

Please find more information on UfM activities in the following links:

- [What we do ?](#)
- [Key publications](#)
- [Internship General Job Description](#)

How to apply?

To apply, you need to complete the [application](#) and include the following information and documents:

- A CV in English
- A cover letter indicating your availability, a clear indication of the vacancy (division/area) of interest

While submitting the form, your applications will be automatically sent to the address:

hrintern.recruitment@ufmsecretariat.org.

In case of technical issue, please send an email to the aforementioned address.

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. Past candidates are allowed to re-apply.

We can only consider applications from nationals of UfM Member States. Non-EU citizens selected candidates will need to pass through the visa procedure before starting.



Conditions and terms of the internship

- Conditions and terms of the internship will be concluded by means of an internship agreement to be signed by the selected intern and the UfM on the first day of internship. No additional agreements will be signed by the UfM.
- The internship at the UfM Secretariat is a learning experience which lasts 6 months. The student is given the opportunity for career exploration and development, gain a greater understanding of the sector they are moving into, gather insight into its work practices and develop their technical and soft skills within a working environment.
- The UfM will nominate a supervisor who will ensure day-to-day supervision of the intern.
- During the internship, the intern is expected to prove to be an effective and reliable individual and shall at all times comply with the rules and regulations of the UfMS while performing the Internship.
- In the event the Intern breaches any of the rules or regulations of the UfMS or any act of serious misconduct, the UfMS reserves the right to terminate the internship agreement without prior notice to the Intern.
- The Intern shall perform the Internship Services during the normal course of business hours of the UfMS being from 9:00 to 17:30 Monday to Friday (excluding public holidays as fixed by the UfMS). In case of sick leave, the Intern should inform his/her supervisor and the Human Resources Unit of the UfMS.
- The intern is awarded a monthly allowance for the Internship of € 550 per month.
- The intern is entitled to have 6 days off for the internship period.
- No devices (laptop, mobile phone) will be provided by the UfMS.
- The intern is in charge of the purchase to travel, medical and repatriation insurance.
- The UfMS accepts no responsibility for costs arising from accidents and/or illness incurred during the Internship. The Intern must take out work related accidents/health insurance for the full duration of their placement
- Interns are responsible for organizing and paying their own travel costs and accommodation and daily expenses; these expenses will not be refunded by the UfMS.
- The UfMS will provide the intern with a certificate at the end of the internship.

Protection of personal data - Privacy notice

The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: hr@ufmsecretariat.org