



Internship – Job Description

Division:	As the Internship Programme 2020-2021	Reports to:	Deputy Secretary General (DSG) / Head of division/department/unit
Duration	6 months	Starting on:	1st of March 2020 onwards (or) 1 st September 2021 onwards

SUMMARY

The selected candidate will have the opportunity to get involved in the work of the selected division/area/department, experiencing first-hand how the UfMS acts as a platform to promote dialogue and cooperation in the Euro-Mediterranean region.

PRIMARY RESPONSIBILITIES

- Assist the Division staff in its daily work, in direct support to Project Managers, Project Analysts and Professional Assistants
- Opportunity to know and work with accordance to the International Public Sector framework and an appropriate workload to acquire the best possible knowledge
- Conducting research, collecting and cataloguing technical information related to the specific activities of the Division (pieces of news for the UfM website, press releases, leaflets, etc.)
- Assistance in drafting and preparing documents, presentations
- Correspondence and mailing with external partners
- Contribute to the general and administrative tasks of the division (internal reports, presentations, briefing papers, translation of documents, etc.)

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Bachelor's Degree in relevant field
- Team spirit and enthusiasm, with the ability to work both independently and in a team
- Excellent computer skills and mastering of office tools: word, excel, PowerPoint, outlook
- Ability to liaise effectively with the responsible staff members of the Secretariat
- Experience in an international environment; ideally an international organization and/or in a multinational private sector
- Knowledge of and/or experience in Mediterranean countries will be an asset

LANGUAGES

Good command of English, both orally and in writing;
Knowledge of another UfM languages, namely French, Spanish and Arabic would be an asset.