



Internship – Job Description			
Division:	As the Internship Programme 2019-2020	Reports to:	Deputy Secretary General (DSG) / Head of division/department/unit
Duration	6 months	Starting on:	1st of March 2019 onwards (or) 1 <sup>st</sup> September 2019 onwards
<b>SUMMARY</b>			
<p>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.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>• Assist the Division staff in its daily work, in direct support to Project Managers, Project Analysts and Professional Assistants</li><li>• Opportunity to know and work with accordance to the International Public Sector framework and an appropriate workload to acquire the best possible knowledge</li><li>• 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.)</li><li>• Assistance in drafting and preparing documents, presentations</li><li>• Correspondence and mailing with external partners</li><li>• Contribute to the general and administrative tasks of the division (internal reports, presentations, briefing papers, translation of documents, etc.)</li></ul>			
<b>QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:</b>			
<ul style="list-style-type: none"><li>• Bachelor’s Degree in relevant field</li><li>• Team spirit and enthusiasm, with the ability to work both independently and in a team</li><li>• Excellent computer skills and mastering of office tools: word, excel, PowerPoint, outlook</li><li>• Ability to liaise effectively with the responsible staff members of the Secretariat</li></ul>			



- 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.