



Internship – Job Description

Division:	As the Internship Programme 2023	Reports to:	Deputy Secretary General (DSG) / Head of division/department/unit
Duration	6 months	Starting on:	As per availabilities/needs

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.