



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

## Call for expression of interest UfMS internships 2<sup>nd</sup> semester 2024

The Union for the Mediterranean (UfM) is an intergovernmental Euro-Mediterranean organization which brings together all 27 countries of the European Union and 16 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 the second semester of 2024.

### The UfMS Internships Programme 2024

One vacancy of maximum six months each per Division/Area/Department is been opened for the budgetary year 2024. For the second semester of 2024, the internship vacancies offered are:

<a href="#">Job Description</a> - Economic Development and Employment (EDE)
<a href="#">Job Description</a> - Social and Civil Affairs (SCA)
<a href="#">Job Description</a> - Transport and Urban Development (TUD)
<a href="#">Job Description</a> - Water, Environment and Blue Economy (WEBE)
<a href="#">Job Description</a> - Cabinet of the Secretary General (CAB)
<a href="#">Job Description</a> - Communication and Public Affairs (COMM)

Completed applications can be submitted while the call is opened. The recruitment process will be conducted according to the availability 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 as well as the concerned Division's/Department's availability.

During the internship period, the intern shall reside in Barcelona, Spain where the UfMS has its official Headquarters. The UfM Secretariat implements all required health and safety measures and ensures compliance with public health directives, government regulations, and travel bans.

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

- [What we do?](#)
- [Key publications](#)

### Who can apply?

In order to be eligible for an internship at the UfM Secretariat, you are to observe the following requisites:

- Be a national of any [UfM Members States](#).



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

- Be a student enrolled in a degree or post-secondary education programme at the time of application and during the internship.
- Having completed at least one year of full-time studies.

### How to apply?

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

- A CV
- 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](mailto: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, its Higher Education Center of origin and the UfM on the first day of internship.
- 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.
- During the internship period, the intern shall reside in Barcelona, Spain where the UfMS has its official Headquarters.
- 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. Additionally, interns who were not residing in the Barcelona prior to the start of the internship will be eligible for a housing allowance (550 euros)
- The intern is entitled to have 6 days off for the internship period (1 day off/month).



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

- No devices (laptop, mobile phone) will be provided by the UfMS.
- The intern is in charge of the purchase of his/her 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 a 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](mailto:hr@ufmsecretariat.org)*