

Internship - Job Description

Division/Unit:	Energy & Climate Action (ECA)	Reports to:	DSG
		Tutor name:	Marie-Claire Boillot, Senior Expert Climate Action
Duration	6 months	Starting from:	S1 2025

SUMMARY

Starting in February 2025, the Energy & Climate Action (ECA) Division is looking for a motivated individual to join the team and support its activities for a period of 6 months (February to September).

The ECA Division ensures the selected candidate will have the opportunity to get involved in the Division's Work Programme by actively contributing to the monitoring of the implementation of the events, labelled projects, the development of the projects in the pipeline, and horizontal activities related to the role of the UfMS as promoting the Energy and Climate Action platforms, working groups and fostering regional dialogue and cooperation in the Mediterranean.

PRIMARY RESPONSIBILITIES

The primary responsibilities of the successful candidate will be to:

- The intern will contribute to the preparatory work and/or organization of the following foreseen meeting & events:
 - Assistance in the preparation of the Energy and Climate Action Business Forum in Kuwait in April
 - Assistance in the preparation of the Green Week in Jordan in July.
 - Assistance in the preparation and during the implementation of UNFCCC COP30 in Brasil.
 - Assistance with other UfM events or meetings that will take place in 2025.
 - Assistance with administrative tasks of the division (preparing minutes of meetings, internal reports, presentations, briefing papers, terms of references, etc.).
- In cooperation with the relevant project managers, the intern will:
 - Actively participate in the support provided to the implementation of UfM events and activities, labelled projects, report on project progress, and contribute to propose solutions to potential issues / challenges.
 - Regularly update the UfM project monitoring system and participate in UfM internal peer-review meetings.
- In cooperation with the Communication Department, the intern will:

- Contribute to the production of information and communication material related to the events, projects and the activities of the Division (pieces of news for the UfM website, press releases, leaflets, etc.).

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Master's student or recent graduate in Social Sciences such as Economy, Political Science, International Relations, with preference for specialisations in **Energy & Climate** (or equivalent)
- Excellent computer skills and mastering of office tools: Word, Excel, PowerPoint, Outlook.
- Good communication skills and ability to work in an intercultural environment. First related experience is a plus.
- Interest in international relations and Euro-Mediterranean issues and development issues are considered an asset.

MANDATORY REQUIREMENTS

- Eligibility to sign an internship agreement through their University, Academic center, Business School, or Bilaterally for Master preparation.
- Availability for a 6-month internship.
- Official accreditation, NIE (Foreigner Identity Number), and a student visa (where applicable) will be required, along with enrollment in the Spanish Social Security System, prior to the start of the internship.
- Applicants must hold the nationality of a member State of a member state of the UfM.

LANGUAGES

- Good command of English, both orally and in writing.
- Knowledge of French, Spanish and / or Arabic would be an asset.