

## Internship - Job Description

Division/Unit:	Legal and Administration	Reports to:	Director of Administration
		Tutor name:	Alexander, Kutt, Legal Officer
Duration	6 months	Starting from:	S1 2025

### SUMMARY

The internship is within the Legal and Administration Department, which provides legal support to the organization, ensuring compliance with international law, internal rules and regulations, and contractual obligations. The department oversees and manages agreements, procurement, grant procedures, and dispute resolution processes, while supporting governance and decision-making frameworks.

Supervised by the Legal Officer, the intern will engage in and conduct legal research, assist in drafting legal notes, opinions and agreements, and analyse best practices from other international organizations. Additional tasks include supporting grant procedures, facilitating cross-departmental coordination to align legal strategies with organisational objectives with other departments, and assisting in pre-litigation processes. This role offers valuable experience in international law and governance within a dynamic, multidisciplinary environment.

### PRIMARY RESPONSIBILITIES

The primary responsibilities of the successful candidate will be to:

- Conduct legal research and analyse comparative best practices among international organizations to support decision-making and policy development.
- Assist in drafting legal notes, opinions, and memoranda on various organizational matters.
- Support the review and preparation of grant procedures, ensuring compliance with organizational guidelines and legal frameworks.
- Collaborate with and coordinate inputs from other departments to ensure alignment with legal standards and objectives.
- Assist in drafting, reviewing, and finalizing agreements, contracts, and other legal documents.
- Provide support in pre-litigation matters, including case preparation, document review, and communication with relevant stakeholders.
- Monitor updates in international law and relevant legal frameworks to inform organizational practices.
- Liaise with external legal experts and other international organizations as required for specialized input or collaboration.

## QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

- Master's in Law, with a focus on International Law and/or EU Law.
- Knowledge of labor law and/or Staff Regulations of other international organizations would be useful.
- Previous internship experience in an International Organization or EU institution would be an asset.
- Knowledge of public procurement and/or project management would be valuable.
- 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.