EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF NAMIBIA

Windhoek, 18 December 2017

Job Description for Intern

Employer

EU Delegation	*EU Delegation to Namibia*
Location	*2 Newton Street, Windhoek*
Duration of contract	*6 months*

Job description

Group	*Trainee*
e-Del-HRM and Sysper2 references	*n/a*
Position in the organisation chart	*Political, Press and Information Section*
Reporting relations/responsibilities	*Reporting to the Head of Political, Press and Information*
Working hours	*Full time – 6 months*
Working environment/conditions	*Office work; multicultural environment and regular business hours*
Job objective	*Provide technical and administrative support to the Political, Press and Information Section*
Tasks	***TECHNICAL and ADMINISTRATIVE SUPPORT*** - *Draft standard correspondences for the Political, Press and Information section.* - *Assist with preparing Daily and Weekly Press Reviews* - *Assist the Press and Information Officer in organizing Visibility Events (this includes having promotional materials prepared, following up on Press invitations and logistical support)* - *Assist in the preparation of Europe Day, which may include preparing visibility materials, logistical support and developing content material on selected themes* - *Assist and support arrangements for EUNIC Event, which is a regular cultural event conducted with EU Member States and requires coordination and administrative support* - *Assist with updating and creating interesting posts for the EU's*

	website, Facebook & Twitter - *Conduct research on topics as may be identified by the Press & Information Officer or Head of the Political Section* - *Assist in the arrangements of Conferences or Media events as may be required* - *Provide support with any other work related tasks as required by the Head of the Political Section or Press Officer*
Character references	*Have a willingness to learn and to be innovative. Have a developed sense of responsibility and maintain confidentiality, have a strong inner motivation and be able to work independently or as part of a team.*
Minimum physical requirements	*The selected candidate must undergo a medical examination to ensure that S/he meets the standard of physical fitness required before a job offer is made.*

Job spécifications

	Required	**Appreciated**
Qualifications	*University degree or equivalent diploma in areas such as Political Science, Public Administration, Economics, Business Administration, Law and related fields*	
Professional experience	*No job experience required, but 1year experience in a relevant field will be an advantage.*	
Knowledge of languages	*Good command of English (speaking and writing)*	
Knowledge of IT tools	*Computer literacy (MS Office) and Internet*	*Experience in data entry information systems on relevant computer applications is an asset*