EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF NAMIBIA

Windhoek, 18 December 2017

The European Union Delegation to Namibia is looking for an Intern in the Political, Press and Information Section

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development cooperation and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy. The EU Delegation to Namibia ensures the representation of the European Union in Namibia.

What we are offering

We offer a post of an Intern in the Political, Press & Information Section. The selected person will be responsible for administrative and technical support to the Head of Section and Press & Information Officer. S/he will be responsible for assisting in the preparation of Daily & Weekly Press Reviews, doing research on topics or themes as identified by the Section, Support the preparation of Visibility Events, carry out administrative tasks ranging from drafting letters to preparing blotters to make commitments and following up on payments. Other tasks include preparing posts for the Delegation's Facebook Page, Twitter and the Website, support preparations for Europe Day and Cultural Events, such as the Eunic Music Festival scheduled to take place in 2018. S/he will report to the Head of the Political, Press & Information Section.

It is full time office work for a period of six months, in a multicultural environment during regular business hours and may during certain times (e.g. Europe Day) require working overtime. Place of employment is Windhoek (Namibia). The successful candidate may as part of their work have an opportunity to travel when there are project visits and visibility events take place.

We offer an interesting career opportunity in an international environment. This will provide exposure on how the EU works as well as opportunities to get to know Namibia and the EU engagements in the country.

What we are looking for

We are looking for candidates who are in possession of a University degree or equivalent diploma/certificate in the field of Political Science, Social Science, Law, Economics, Development Cooperation, Finance or a related field. Candidates do not need previous experience, however job related experience in performing duties similar to those mentioned in the job description or working for an embassy or international organization before is an advantage.

Candidates should have a good command of English (written and spoken).

The ideal candidate to fill in the post should be a self-starter and motivated, innovative and eager to learn. S/he should be able to work independently or as part of a team and have a developed sense of responsibility as well as maintain confidentiality.

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Job Ref: Intern in the Political, Press and Information Section

How to apply?

Please send your application and supporting documents to:
DELEGATION-NAMIBIA-TRAINEESHIP@eeas.europa.eu

The package must include a motivation letter on one page, a detailed CV in English and in the Europass model only (the respective model is available at http://europass.cedefop.europa.eu/documents/curriculum-vitae and certified copies of qualifications.

The EU Delegation will review applications sent via email, compile a short-list and decide on the most suitable candidate, after which s/he will be informed of the outcome. Administrative arrangements and the required agreement and documentation that need to be completed will follow.

The Selection Committee decides which candidates are placed on the reserve list of suitable applicants. This list is valid for a limited period of time.

The due date for applications is: 28 February 2018 – 24h00 (Namibian time)