



Internship with the Eastern Partnership Civil Society Forum Secretariat

STARTING DATE: 17 February 2020

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels.

We are looking for an intern to start on 17 February 2020 and work in the team of the EaP CSF Secretariat for 6 months to support the work of the EaP Advocacy Manager and the Administrative and Statutory Affairs Manager.

The Secretariat of EaP CSF serves as an information, coordination and expertise hub for the participants of the Forum, the bodies of the Forum, and stakeholders in Brussels and Eastern Partnership countries. It works to support the activities of the Steering Committee and enhance the advocacy and visibility of the Forum.

Description of the role

The selected trainee will provide support to the EaP CSF Secretariat team on administrative and event management tasks, and will assist in the development and implementation of policy and advocacy priorities of the Forum.

Profile of the candidate

The Intern:

- Has a good understanding of the workings of the EU, bilateral and multi-lateral tracks of the Eastern Partnership, and civil society involvement in the Eastern Partnership;
- Is a recent graduate in European Studies, International Relations, Political Science, or other related field;
- Has an advanced command of English and Russian, with proven drafting ability; any other language from the EaP region is an advantage;
- Has a good level of proficiency in Excel, Word and Power Point and is keen to explore other digital tools and softwares;
- Is flexible to perform a wide variety of tasks in a small office;

Main responsibilities

- Drafting policy papers and briefing documents, advocacy letters to support EaP CSF's advocacy priorities;
- Conducting desk-based research on topics of interest for the Forum;
- Drafting e-mails and reports;

- Performing event management tasks related to the organisation of the Working Group meetings and other events;
- Liaising with members and delegates of the Forum;
- Liaising with Belgian authorities, EaP countries' Embassies in Brussels, EU institutions and agencies;

What we offer:

- Insight in the works of a civil society platform organisation;
- Skills enhancement and career mentorship;
- Working experience in Brussels in a young and dynamic team;
- Access to European and EaP networks;
- Possibility to attend trainings, conferences, networking events (upon availability);
- Possibility to work independently and acquire new skills;
- Remuneration according to a 'professional immersion contract', which will provide the successful candidate with an income of 800 EUR/ per month.

Selection Process

Interested candidates should submit:

- CV in English (max. 2 pages)
- Motivation letter in English (max. 1 page)

The application should be sent to applications@eap-csf.eu with the reference: **“EaP CSF Admin & Advocacy internship”** by **Monday, February 10, 15h00 CET.** **The applications are reviewed on a rolling basis.**

Only candidates selected for an interview will be contacted. Interviews will be conducted in Brussels or via Skype.

The traineeship is based in Brussels and the candidates must be eligible to work in Belgium.