

Funded traineeship for young graduates at the EU Delegation to S

*Are you a **young graduate** interested in international relations? Are you curious to learn more about work of a diplomatic mission and how the EU Delegation represents EU interests and values in Serbia?*

What we offer?

A traineeship of up to 6 months within the Operations 1 Section Section of the EU Delegation to the Republic of Serbia, starting in November 2020, **subject to respect to the local legislation as well as the national legislation of the candidate(s) if non-resident.**

Description of the Section:

The OPS I Section is responsible for assistance linked to two negotiating chapters, notably Chapter 23 (sub-chapters are judiciary, against corruption, fundamental rights and freedom of expression) and Chapter 24 (Fight against organised crime and migration, asylum, borders and security). It also provides support to the work of the political Section in these two chapters, including inputs for briefings and background information for high-level visits of EU representatives.

The portfolio of the section is composed of different kinds of contracts (grants, services, works, supplies, etc.) of different sizes (small amounts for local NGOs to bigger contracts with international organisations).

Main tasks:

- *Support to the work of the Operations 1 Section;*
- *Researching and compiling documentation, drafting reports and analysis, preparing briefings and answering queries related to the work of the section (justice, home affairs, social inclusion);*
- *Organising, attending and reporting from relevant events (conferences, meetings, round tables).*

Qualifications or special requirements:

- ***In assessing the applications received, account will need to be taken of the COVID-19 situation and its possible effects on access possibilities to Country and thus candidates currently residing in Country might be preferred (to be modified by HQ)***
- *Minimum Bachelor degree, preferably in law, economics, political or social science;*
- *Sound drafting and communication skills;*
- *Fluency in English and Serbian language;*
- *Demonstrated gender awareness and sensitivity, as well as the ability to integrate a gender perspective into tasks and activities;*

- *Good understanding of the Roma and Sinti situation in Serbia, including, policies and initiatives addressing Roma and Sinti.*

How to apply?

Please send the following documents to the e-mail address

DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu:

- *A detailed Europass curriculum vitae ([CV](#))*
- *a cover letter describing why you want to participate in a EU traineeship*
- *and an [application form](#)*

Please mention in the subject of your e-mail: Funded Traineeship – Name/OPS 1 Section

Important information

Before applying you are requested to examine the [dedicated website](#) as well as the [general eligibility criteria](#) for a paid traineeship (Article 8 of the Decision ADMIN(2017)28 – Paid traineeship)

Each selected trainee will receive a monthly grant to cover living expenses. All costs related to travel inside the country of residence, visa, insurance, accommodation must be borne by the trainee.

Applications from non-eligible candidates will not be considered. After the evaluation of all applications, shortlisted candidates will be contacted and invited for an interview. Unsuccessful candidates will be notified by email. In case the selected candidate is not able to present the required documents, his/her candidacy will be rejected.

Non-resident candidates must provide proof that they will be covered against the risk of a pandemic and the costs of repatriation.

The Delegation informs that even if our Headquarters confirm the eligibility of the selected application, traineeships could be postponed, suspended or even cancelled considering the very evolving context of the COVID-19 outbreak in the host country as well as in the country of origin.