

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 Information, Communication and Press Unit – Political 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 ICP is responsible for Communication, Information and Media sectors, all visibility events, media reporting. It supports and monitors work of three Info centres in Serbia: in Belgrade, Novi Sad and Niš.

Main tasks:

- Contributing to the work of the press and public affairs unit at the EU Delegation to Serbia and cooperation with the EU Information Centres in Belgrade, Niš and Novi Sad;
- Analysing impact of conducted press and public affairs and preparing reports on them for dispatch to EU headquarters in Brussels;
- Contributing to reports on press freedom;
- Liaising with EU-funded projects and assist in planning workshops on press and public affairs;
- Contribute to the social media networks of the EU Info Centre and the EU Delegation;
- Filling in for any other ad hoc and urgent requests for the section;
- The trainee may also be requested to contribute to the work of other sections of the EU Delegation

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 political science, journalism, marketing, EU affairs or law;
- Sound drafting and communication skills;
- Fluency in English and Serbian language, both written and spoken;
- Ability and willingness to work in an international environment;
- Ability to deliver good quality work output in tight deadlines;

- Computer literate with practical experience in Microsoft packages;
- Initiative, flexibility, good organisational skills and a team player is an advantage

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/ICP Unit – POL 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.