

# INTERNSHIP POSITION

## Permanent Mission of the Czech Republic to the European Union, Brussels, Belgium

### **Department/Division:** *Department of External Relations/Department of Financial and Trade Policy*

The Permanent Representation in Brussels serves as primary liaison between Czech civil administration and EU institutions. The diplomats at the Permanent Representation negotiate at the meetings of 150 working groups. Over 2,000 meetings take place over each six-month period. In cooperation with the Ministry of Foreign Affairs, the Office of the Government and other ministries, the Permanent Representation prepares over 30 formal Councils of Ministers and several European Councils each semester. European Councils, i.e. Summits of the EU heads of states and governments, determine the Union's strategic development.

### **Position title:** Intern of the Permanent Representation of the Czech Republic to the EU

**Position purpose:** The selected intern/student will have the possibility to get to know the processes of the Permanent Representation and will help with the daily activities of its several departments that deal with development issues - Department of External Relations/Department of Financial and Trade Policy. The agenda of the internship will be focused on development policy, development cooperation and humanitarian aid.

**Dates of internship:** approximately from 13/9/2021

**Duration:** 3 months

### **Duties and responsibilities:**

- learn the processes and activities of the Permanent Representation and the Council of the EU
- follow the negotiation of European policies of international development cooperation and humanitarian aid within the Council of the EU
- prepare and participate in working groups for development cooperation (CODEV), for Humanitarian Aid and Food Aid (COHAFSA) and for cooperation with the countries of the African, Caribbean and Pacific Group of States (ACP)
- participate in technical workshops, expert meetings and expert discussions organized by the EU institutions (European Commission, European Parliament, the Council, the Member States) and non-governmental organizations and think tanks
- assist in the preparation of analytical reports of the Permanent Representation in the field of development cooperation and humanitarian aid and assist in the preparation of the minutes of the working groups and other relevant meetings.

### **Qualifications**

**Level of study:** Bachelor (3<sup>rd</sup> year) or Master (preferably)

### **Professional competencies:**

- student of International Development Studies or Political Sciences (preferably on Master level)
- to be interested in development issues
- to be interested in the role of the Czech Republic in the EU
- to have good command of English and at least partial knowledge of another foreign language (French is an advantage)

### **Key competencies/Language skills:**

- English - Upper intermediate (Required)

### **Key competencies/Computer skills:**

- Word processing - Independent user

### **Key competencies/Other:**

- Interpersonal Skills, Responsibility, Reliability, Initiative, Teamwork, Adaptability/Flexibility, Creative Thinking

### **How to apply**

**Please send CV, cover letter by 30/04/2021 at the latest via INTLAG ([intlag.upol.cz](mailto:intlag.upol.cz))**

This internship might be supported through ERASMUS+ scholarship.