

# 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, ie. Summits of the EU heads of states and governments, determine the Union's strategic development.

**Position title:** Assistant in the area of development cooperation and humanitarian aid of 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.

### Duties and responsibilities:

- to get to know the processes and activities of the Permanent Representation and the Council of the EU
- to follow the negotiation of European policies of international development cooperation and humanitarian aid within the Council of the EU
- to prepare and participate in working groups for development cooperation (CODEV), for Humanitarian Aid and Food Aid (COHAF) and for cooperation the countries of the African, Caribbean and Pacific Group of States (ACP)
- to 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
- to contribute to the analytical reports of the Permanent Representation in the field of development cooperation and humanitarian aid and to contribute to the minutes of the working groups and other related negotiations.

### Qualifications

**Level of study:** Bachelor or Master

### Professional competencies:

- Bachelor or Master student of International Development Studies
- 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) and French - Intermediate (Preferred)

### Key competencies/Computer skills:

- Word processing - Independent user and Presentation - Independent user

### Key competencies/Other:

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

### How to apply

Please send CV, cover letter by 18. 4. 2014 at the latest via INTLAG ([intlag.upol.cz](mailto:intlag.upol.cz))

**Start date:** 15. 9. 2014

**Duration:** 3 months

**Application deadline:** 18. 4. 2014

This internship is financed through EC OP project Development of Quality Assurance System of International Work Placements of Palacký University Students and UP PSTROS from the Department of Development Studies.