



Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: **EURO-CLIO** Program de practica pentru studenți in management de patrimoniu istoric, diplomatie culturala, turism cultural

Contract nr. POSDRU/161/2.1/G/136979

## Stagii de internship și oportunitati de muncă in Uniunea Europeană (remunerate)

Octombrie 2015



The Hague Institute  
for Global Justice

# 2016 Spring/Summer Internship Program

## The Hague Institute for Global Justice

### The Hague, Netherlands

The Hague Institute for Global Justice is currently recruiting suitable candidates for its 2016 Spring/Summer Internship Program (11 January–8 July).

### Duties and Responsibilities

The Intern contributes approximately 38 hours per week to the Institute.

The Intern assists staff with the following tasks:

- Program and project related research activities;
- Drafting reports, policy briefs and other publications;
- Organizing expert meetings and providing support during events.

### Eligibility

- Applicants must be enrolled in a Master's Program in public international law, international relations, political science, conflict studies, or other related discipline at the time of the internship; OR have recently graduated from such a Master's program;
- Applicants must be EU-citizens OR students or recent graduates from universities based in the European Economic Area (EEA) OR already possess the necessary authorization to live and work in the Netherlands;
- Demonstrated commitment to the mission and objectives of The Hague Institute and a strong desire to work in the field of peace and justice;
- Excellent analytical and organizational skills;
- Excellent communication skills;
- Excellent knowledge of the English language and preferably one other official language of the UN.

### General Information

The Hague Institute for Global Justice offers genuine supervision of interns, a dynamic and flexible work environment, and international and



UNIUNEA EUROPEANĂ



GVERNUL ROMÂNIEI



Fondul Social European  
POSDRU 2007-2013



Instrumente Structurale  
2007-2013



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highly motivated staff.

The Hague Institute offers a gross monthly stipend of €350 (pro rata) for the duration of the internship. Additional costs such as housing, travel, living expenses and medical insurance must be borne by the intern.

### **Duration**

Candidates should be available from 11 January–8 July 2016.

### **Application Process**

Please check our website to see our FAQs before submitting your application package.

Kindly be advised that you can only apply via email. Please send an email to [internship@TheHagueInstitute.org](mailto:internship@TheHagueInstitute.org) to submit your application package.

Please indicate your name and the program for which you are applying in the subject-line of your application email. For example:

- Conflict Prevention (CP);
- Communications (COMMS);
- Global Governance (GG);
- Rule of Law (ROL).

You may apply for more than one program.

The following documents should be included in your application package:

- A resume, which includes the following details:
  - Your skype handle;
  - Your current residential address;
  - Your cellphone number.
- A cover letter;
- A brief writing sample (please read our FAQs for guidance);
- Two letters of reference.

Please confirm that you are eligible to work in the Netherlands without restrictions. Note that documents written in a language other than English will not be considered.

### **Selection Process/Interviews**

Candidates will be reviewed on a rolling basis. Shortlisted candidates will be contacted and invited for an interview via Skype. The interview will take approximately 45 minutes and will be followed by a one-hour writing



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assignment, which will be provided to you via e-mail after the interview.  
The interviews will be held in mid-November.

Please note that due to the high volume of applications received, we are only able to contact shortlisted candidates.

The deadline for submitting an application is **8 November 2015**.

[http://www.eurobrussels.com/job\\_display/109253/2016\\_Spring\\_Summer\\_Internship\\_Program\\_The\\_Hague\\_Institute\\_for\\_Global\\_Justice\\_The\\_Hague\\_Netherlands](http://www.eurobrussels.com/job_display/109253/2016_Spring_Summer_Internship_Program_The_Hague_Institute_for_Global_Justice_The_Hague_Netherlands)



**enhesa**  
Worldwide Compliance Intelligence

## Internship - Legal Consultant for Lithuanian EHS law

**Enhesa**

**Brussels, Belgium**

### Who we are

Enhesa is the market leader in global legal environmental, health and safety (EHS) consulting. As a dynamic and growing consultancy, we are constantly seeking to recruit talented and motivated legal professionals.

### Our mission is to

- Identify EHS requirements for industry;
- Provide EHS compliance tools to companies; and
- Advise companies in developing and implementing corporate EHS strategies.



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Enhesa’s core clients include Fortune 500 multinational companies. For more information visit [www.enhesa.com](http://www.enhesa.com).

### What we need

Enhesa is seeking an intern to assist its European team of legal consultants.

The main responsibilities of the intern will include:

- Researching EHS law, regulations and policy in Lithuania;
- Monitoring existing and draft Lithuanian EHS law to alert industry on future requirements; and
- Preparing written reports allowing industry to measure regulatory compliance.

Depending on language skills and experience the successful candidate will also be required to research EHS requirements in other countries.

This six month paid-internship will take place in Brussels.

### Your skills and qualification

- Strong analytical research and writing skills with a demonstrated ability to research and analyse law and policies in Lithuania and other EU countries;
- Fluency in English and Lithuanian is essential. Additional language skills are an asset;
- Interest in and understanding of EHS law in Lithuania and the EU and industrial processes.

Please address your cover letter and CV to Ms. Nathalie Noiret and submit your application with the reference number **2015-10-LT-**

**Internship** to [recruitment@enhesa.com](mailto:recruitment@enhesa.com).

[http://www.eurobrussels.com/job\\_display/109037/Internship Legal Consultant for Lithuanian EHS law Enhesa Brussels Belgium](http://www.eurobrussels.com/job_display/109037/Internship_Legal_Consultant_for_Lithuanian_EHS_law_Enhesa_Brussels_Belgium)



**Intern International Energy**

**ECF - European Climate Foundation**

**The Hague, Netherlands**

**The European Climate Foundation**



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The European Climate Foundation (ECF) was established in 2008 as a major philanthropic initiative to promote climate and energy policies that greatly reduce Europe’s greenhouse gas emissions and to help Europe play a stronger international leadership role to mitigate climate change. The ECF is funded by major multi-year commitments from donors in Europe and the United States. The ECF is part of the international ClimateWorks Network that shares goals, strategies and resources to address the global challenge of climate change mitigation with a global network of aligned organizations.

The ECF team is a highly dynamic group of individuals, combining ambition and passion with a rigorous, results-oriented and analytic approach to work. The ECF’s culture is one of intensity, enthusiasm and mutual support.

The Intern International Energy will be reporting to the Program Manager for International Energy.

### **International Energy**

The goal of the International Energy Programme is to support the work of organisations around the world in promoting clean energy in the interests of healthy citizens and a healthy climate. The programme looks for the strongest, most effective and most inspiring plans to address the barriers to the transition of the energy sector.

### **Duties and responsibilities**

The intern would primarily support the Programme Manager for International Energy and the Programme team.

### **The role involves:**

- Maintaining and reporting on budget forecast, income/expenditure and cash flow;
- Maintaining and communicating procedures and schedules;
- Funder relationship management;
- Grantee management and communications;
- Assisting with due diligence reviews;
- Helping with the organisation and setting up of meetings;
- In a rotation scheme with other interns, providing Daily News updates to all staff.



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## Key competencies and characteristics

The ideal candidate should embody the following professional qualifications and personal attitudes:

- Relevant work experience or academic background in project/financial management;
- An understanding of and interest in the philanthropy sector will be particularly valued;
- Superior written and verbal English skills;
- Excellent organisational and time management skills, with a proven ability to work well under pressure, take initiative and be a creative problem-solver;
- Strong administrative and computer skills (Excel, PowerPoint, Word), experience with Apple Mac is an asset;
- Excellent attention to detail;
- Experience working in an international team environment;
- Enthusiastic personality and sense of humor;
- Demonstrated interest in the mission and values of the European Climate Foundation.

**Start date:** January 2016

**Contract:** 6 months, with possible extension of 6 months

**Compensation:** Competitive

**To apply:** Please send your CV and cover letter in English to [email](#).

Candidates need to be in the possession of a work permit for The Netherlands in case applicable. Telephone calls will not be forwarded to the recruitment team. Due to the high number of applications, only short listed candidates will be contacted.

**Application deadline:** 5th November

For more information on the ECF, please visit [www.europeanclimate.org](http://www.europeanclimate.org).

[http://www.eurobrussels.com/job\\_display/108876/Intern International Energy ECF European Climate Foundation The Hague Netherlands](http://www.eurobrussels.com/job_display/108876/Intern_International_Energy_ECF_European_Climate_Foundation_The_Hague_Netherlands)



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## Evaluation Research Trainee

**Milieu Ltd**

**Brussels, Belgium**

Milieu Ltd is a growing consulting firm based in Brussels with a record of excellence in international and European policy and law in environmental protection, fundamental rights, public health, consumer protection and health and safety. We provide our expertise mainly for European institutions and other public sector clients.

Milieu is a largely non-hierarchical, non-bureaucratic, employee centric organization where everyone contributes and everyone is important. We look for associates who are enthusiastic and engaged, set themselves high standards and are able to work collaboratively together.

Please visit our website at [www.milieu.be](http://www.milieu.be) to understand more about our activities and our corporate culture.

We are seeking to complement our policy and economics team with a trainee interested in applying social research methods in the context of evaluation, impact assessment and other policy analysis projects. The trainee will be working on projects across the company, under the supervision of a Senior Policy Advisor and a Social Researcher. The trainee will be mainly working in the areas of environmental protection and energy, but working on other subject areas is possible.



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## Key tasks will include but not necessarily be limited to:

- Provide input on qualitative research methods, in particular interview design and content analysis;
- Assist in setting up stakeholder consultations, including interviews and online surveys;
- Assist in analyzing results from such consultations, interviews and surveys;
- Assist in carrying out literature reviews;
- Assist in developing generic methodologies and training on these;
- Carry out very basic analysis of quantitative data, e.g. consultation results;
- Aid proposal development contributing to our methodology sections;
- Possibly assist in project management.

## The successful candidate will have the following skills and competencies:

- A university degree in social sciences (Master OR Bachelor+ first practical experience) with a strong focus on empirical research (preferably sociology, communication studies, political science);
- Advanced knowledge and experience in applying qualitative social research methods, especially conducting and analyzing semi-structured interviews **OR** in applying open text analysis methods (e.g. content analysis) including, ideally, experience in using open text analysis software **OR** knowledge of sampling procedures in qualitative research;
- Experience in applying qualitative social research methods in the realm of evaluations/impact assessments (preferred);
- Ability to meet strict deadlines and adapt quickly to changes under pressure, manage multiple priorities;
- Meticulous attention to detail;
- Openness and creativity to apply and adapt methods to different contexts;
- Readiness to do basic analysis also of quantitative data if needed;
- Keen interest in further developing methodological skills in the context of applied policy research;
- Basic Excel skills;
- Excellent communication skills in English.

## What we offer:

Milieu offers the opportunity to join a growing consultancy firm with a stimulating, informal, flexible and multicultural working environment where you will have the opportunity to work on a wide range of interesting and challenging issues.

The deadline for application for this opportunity is **6th November 2015**.

Please apply via our automated application process at: <https://milieu.recruiterbox.com/jobs/fk0h8yi>.

Milieu Ltd is an Equal Opportunity Employer.

[http://www.eurobrussels.com/job\\_display/108874/Evaluation\\_Research\\_Trainee\\_Milieu\\_Ltd\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/108874/Evaluation_Research_Trainee_Milieu_Ltd_Brussels_Belgium)



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**BUILDING A BETTER WORLD**

## Internship for the International Development Unit - Business Development Assistant

**MWH**

**La Hulpe, Belgium**

### Description

Founded over 160 years ago, MWH has grown to become one of the world’s leading environmental engineering firms. There are now approximately 8000 employees working around the globe on some of the biggest projects around. Over the decades, we have expanded our core competencies from water and wastewater into a wide range of environmental and business services. Today, we provide consulting services to our clients all over the world.

MWH International Development, based in La Hulpe, is the MWH unit that provides consulting services to international institutions, such as the European Commission (EC), the European Bank for Reconstruction and Development (EBRD), the European Investment Bank (EIB), the World Bank, the United Nations, the Millennium Challenge Corporation, governments and government agencies. Our services include design, procurement and construction supervision for water and wastewater, energy and climate change projects as well as management support and monitoring and evaluation of large investment programmes. Our main geographical focus lies on Europe, Africa and other developing countries.

### Your role



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You will be supporting the team in all the various tasks related to preparation of commercial offers and in the tasks related to the recruitment of consultants. You will be required to demonstrate a combination of discipline, flexibility, and precision in all tasks.

## Responsibilities

- Support MWH Bid manager during the expression of interest and bid preparation processes for international projects, including administrative support following strict EU procurement procedures;
- Researching and analyzing project background information; undertake business intelligence researches;
- Identifying and recruiting consultants;
- Identifying and recruiting potential partners.

## Requirements

- Academic background: university degree (or equivalent);
- Professional experience in the preparation of expression of interest and proposals for EU-funded contract;
- Knowledge of the European Commission external assistance policies would be considered as an advantage;
- Professional experience in the field environment/energy/climate change or in a similar technical assistance environment would be considered as an asset;
- Knowledge of ACP/ENPI south region would be considered as an asset;
- IT-skills: advanced use of MS Office, particularly Excel;
- Rigorous, accuracy and attention to detail;
- Creative, communicative, open-minded and results-oriented;
- Languages: fluent in English and French;
- Work ethics, dynamism and ability to cope with multiple tasks.

The internship will take place in our office in La Hulpe, Belgium and will start in November 2015. Compensation will be provided. If you are ready to work in a fast-moving, international environment, please send your detailed CV (in English only) in electronic format quoting InternBD/Q4-2015 not later than **30st October**

**2015** to: [idprecruitment@mwhglobal.com](mailto:idprecruitment@mwhglobal.com).

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

[http://www.eurobrussels.com/job\\_display/108647/Internship\\_for\\_the International Development Unit Business Development Assistant MWH La Hulpe Belgium](http://www.eurobrussels.com/job_display/108647/Internship_for_the_International_Development_Unit_Business_Development_Assistant_MWH_La_Hulpe_Belgium)





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# Corporate Governance Data Research - Internship

## ISS - Institutional Shareholder Services

### Brussels, Belgium

#### ABOUT ISS

Institutional Shareholder Services Inc. (ISS) is the world's leading provider of corporate governance solutions for asset owners, investment managers, and asset service providers. ISS' solutions include objective governance research and recommendations, end-to-end proxy voting and distribution solutions, turnkey securities class-action claims management, and reliable global governance data and modeling tools. For further information on ISS, please visit our web site at [www.issgovernance.com](http://www.issgovernance.com).

#### POSITION OVERVIEW

Do you have an interest in corporate governance and capital markets? Do you have an educational background in law, economics, finance or business? Would you like to receive in-depth training in the latest developments in corporate governance? Would you like to learn about the inner workings of an annual general meeting?

ISS is seeking a number of corporate governance data procurement interns for the spring of 2016. You will be guided by experienced Analysts and learn about corporate governance, gaining an understanding of technical terminology in the corporate governance and investment management field.

Data Procurement interns will assist ISS' corporate governance Analysts with data procurement, agenda coding and voting analytics of the annual general meetings of publicly traded companies.

#### MAIN RESPONSIBILITIES



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- Procuring meetings materials (agenda, proxy, annual report, voting results) from companies and process meetings;
- Learn about and then perform ‘coding’ of agendas;
- Procure voting results and enter into voting analytics software;
- Gather data based on information in the company’s public documents;
- Engage with companies in order to procure additional information;
- Act as a support for all other internal departments with regards to all questions related to companies, meetings etc.

## DESIRED EXPERIENCE AND QUALIFICATIONS

- An interest in corporate governance, capital markets, research and data collection;
- A relevant bachelor degree (law, economics, finance, or business);
- A good eye for detail;
- Fluent (both spoken and written) **English** **AND** minimum one of the following language combinations:
  - **Danish** and/or **Swedish** and/or **Norwegian**;
  - **Dutch** and **French**;
  - **French** and/or **German**;
  - **Italian** and/or **Romanian**;
  - **Russian** and/or **Polish** plus any other **East European language(s)**.
- The ability to assimilate large quantities of information, work independently and take initiative while also being a team player;
- An organized and structured mind to deal with large quantities of work and strict deadlines.

This internship is remunerated and will run for six months starting in February/March 2016.

Applicants should email a cover letter along with a CV in English to [EMEA\\_Recruitment@issgovernance.com](mailto:EMEA_Recruitment@issgovernance.com) using the reference “**Data Research Internship**” in the email subject.

[http://www.eurobrussels.com/job\\_display/108564/Corporate\\_Governance\\_Data\\_Research\\_Internship\\_ISS\\_Institutional\\_Shareholder\\_Services\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/108564/Corporate_Governance_Data_Research_Internship_ISS_Institutional_Shareholder_Services_Brussels_Belgium)



## Corporate Governance Research Analyst - Internship

ISS - Institutional Shareholder Services



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## Berlin, Brussels, London, Paris

### ABOUT ISS

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### POSITION OVERVIEW

Do you have an interest in corporate governance and capital markets? Do you have an educational background in law, political science, economics, finance or business? Would you like to receive in-depth training in the latest developments in corporate governance? Would you like to learn about the inner workings of an annual general meeting?

ISS is seeking a number of corporate governance research interns for the spring of 2016. You will be guided by experienced analysts and learn about corporate governance, gaining an understanding of technical terminology in the corporate governance and investment management field.

Your main responsibilities will be to assist the Analysts in scrutinizing companies’ documents (agenda of the annual general meetings, articles of association, annual reports and meeting materials) with regard to their corporate governance performance and proposals submitted for shareholder approval.

### MAIN RESPONSIBILITIES

- Assist our Analysts by closely inspecting the agendas of annual general meetings;
- Learn about and then formulate vote recommendations;
- Gather data based on information in the company’s public documents;
- Engage with companies in order to procure additional information;



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- Prepare reports in English detailing the analyses and explaining why a certain vote recommendation was given.

## DESIRED EXPERIENCE AND QUALIFICATIONS

- An interest in corporate governance, capital markets, research and data collection;
- A relevant bachelor degree (law, political science, economics, finance, or business) or in the process of obtaining such a degree;
- A strong analytical ability, numeracy, strong oral and written communication skills;
- Fluent (both spoken and written) **English AND** minimum one of the following languages:
  - **Danish and/or Swedish and/or Norwegian;**
  - **Dutch;**
  - **French;**
  - **German;**
  - **Italian;**
  - **Spanish;**
  - **Portuguese;**
  - **Russian;**
  - **Polish;**
  - **East European language(s);**
  - **Greek;**
  - **Turkish;**
  - **Hebrew.**
- The ability to assimilate large quantities of information, work independently and take initiative while also being a team player;
- An organized and structured mind to deal with large quantities of work and strict deadlines.

This internship is remunerated and will run for three to six months starting in January 2016 and depending on the covered markets.

Applicants should email a cover letter along with a CV in English to [EMEA\\_Recruitment@issgovernance.com](mailto:EMEA_Recruitment@issgovernance.com) using the reference “**Research Internship**” in the email subject.

[http://www.eurobrussels.com/job\\_display/108561/Corporate\\_Governance\\_Research\\_Analyst\\_Internship\\_ISS\\_Institutional\\_Shareholder\\_Services\\_Berlin\\_Brussels\\_London\\_Paris\\_Multiple\\_Countries](http://www.eurobrussels.com/job_display/108561/Corporate_Governance_Research_Analyst_Internship_ISS_Institutional_Shareholder_Services_Berlin_Brussels_London_Paris_Multiple_Countries)





Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: *EURO-CLIO Program de practica pentru studenți in management de patrimoniu istoric, diplomatie culturala, turism cultural*

Contract nr. POSDRU/161/2.1/G/136979

# Governance Client Services Support - Internship

## ISS - Institutional Shareholder Services

### Brussels, Belgium

#### ABOUT ISS

Institutional Shareholder Services Inc. (ISS) is the world’s leading provider of corporate governance solutions for asset owners, investment managers, and asset service providers. ISS’ solutions include objective governance research and recommendations, end-to-end proxy voting and distribution solutions, turnkey securities class-action claims management, and reliable global governance data and modeling tools. For further information on ISS, please visit our web site at [www.issgovernance.com](http://www.issgovernance.com).

#### POSITION OVERVIEW

The Client Service & Consultants team provides a single, turnkey solution to managing proxy distribution for custodian banks, an integrated proxy research and a voting solution for institutional investor clients, as well as a meeting representation service to Belgian and Dutch companies’ general meetings. We are seeking interns who will support the Brussels team during the peak European proxy voting season.

If you are looking for a first client facing experience in an international working environment, want to learn more about corporate governance and the financial industry and last but not least wish to develop your communication, organizational and networking skills, this internship is meant for you! You will have the chance to participate in internal trainings, profit from the guidance of experienced colleagues throughout the entire internship period and be involved in diverse team tasks.

#### MAIN RESPONSIBILITIES

- Support the team with managing daily external and internal service queries;



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- Preparation and follow up on tasks related to the vote execution in markets like Belgium, the Netherlands and Portugal;
- Regular direct contact (email and phone) with issuing companies, agent banks and clients;
- Physical attendance of general meetings of Belgian listed companies taking place in Belgium for candidates with French and/or Dutch language skills.

## DESIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor degree or equivalent. We gladly support candidacies related to completion of internships within study programs;
- Interest in corporate governance, experience acquired through previous internships or traineeships seen as an advantage, however this is not a requirement;
- Language skills: very good command of English, as well as working proficiency either in French and/or Dutch or in Portuguese;
- Solid Microsoft Office skills (including Excel, Word, Outlook, Internet Explorer);
- Client focus and skill to communicate effectively with clients and partners;
- Quick learner; ability to assimilate new information with attention to detail;
- Organized and structured mind to deal with large quantities of work and strict deadlines;
- Ability to work independently while being an enthusiastic team player.

This internship is remunerated and will run for three to six months between March and May/August 2016, depending on the covered markets.

Applicants should email a cover letter along with a CV in English to [EMEA\\_Recruitment@issgovernance.com](mailto:EMEA_Recruitment@issgovernance.com) using the reference “**Client Services Internship**” in the email subject.

[http://www.eurobrussels.com/job\\_display/108554/Governance\\_Client\\_Services\\_Support\\_Internship\\_ISS\\_Institutional\\_Shareholder\\_Services\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/108554/Governance_Client_Services_Support_Internship_ISS_Institutional_Shareholder_Services_Brussels_Belgium)



**Internship**

**DEKRA**

**Brussels, Belgium**



Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: *EURO-CLIO Program de practica pentru studenți in management de patrimoniu istoric, diplomatie culturala, turism cultural*

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DEKRA is one of the world’s leading providers of testing, inspection and certification services. With more than 35,000 highly qualified employees in over 50 countries, DEKRA provides vehicle testing, appraisals, industrial inspection, certification and testing services as well as personnel services to ensure safety, quality and environmental protection.

DEKRA is looking for 2 interns during the whole year 2015 and 2016. The length of the internship should be between 3 and 6 months. Applications are accepted during the whole year.

### **Internship**

Lobbying is not only a topic to be studied at university. We offer creative students the chance to get to know the world of EU lobbying “on the job”. The work of the DEKRA Representation to the European Union in Brussels takes place in an exciting European environment. The main focus is to promote the interests of DEKRA towards the European Institutions. This implies working with a very broad set of communication strategies. The intern is entrusted with a range of responsible tasks, which includes the support of the team with administrative duties as well.

### **Requirements for the applicants:**

- Language skills: German & English, French is a strong asset;
- Knowledge of European politics and the European decision-making processes;
- Interest in complex political connections;
- Distinct communicative and diplomatic skills.

Applications are accepted during the whole year via mail or e-mail and should contain a CV with photo and a motivation letter specifying the desired period for the internship.

This is a paid internship.

### **Important information:**

This offer is valid only for students and the internship must be done in the framework of the curriculum. The working contract shall be made under Belgian law.

### **Address:**



UNIUNEA EUROPEANĂ



GUVERNUL ROMÂNIEI



Fondul Social European  
POSDRU 2007-2013



Instrumente Structurale  
2007-2013



OIPOSDRU



UNIVERSITATEA  
HYPERION  
DIN BUCUREȘTI

Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: **EURO-CLIO** Program de practica pentru studenți in management de patrimoniu istoric, diplomatie culturala, turism cultural

Contract nr. POSDRU/161/2.1/G/136979

Mr. Oliver Deiters, Managing Director  
DEKRA e.V. Representation to the EU  
Avenue de Cortenbergh, 52 – B-1000 Brussels  
E-Mail: [eu.office@dekra.com](mailto:eu.office@dekra.com)

**For further questions, please contact:**

Mr. du Boispéan, EU Policy Officer, Representation to the EU  
[stephane.duboispean@dekra.com](mailto:stephane.duboispean@dekra.com)

[http://www.eurobrussels.com/job\\_display/108222/Internship\\_DEKRA\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/108222/Internship_DEKRA_Brussels_Belgium)

## **Internship, Incentives Advisory - Global R&D and Innovation Services**

**EY - Ernst & Young  
Berlin, Germany**

### **Aufgaben, die Sie voranbringen**

Für unsere Mandanten sind wir langfristig verlässlicher Partner, wenn es um professionelle Unterstützung bei nationalen und europäischen Innovationsprojekten geht. In unserem Team "Global Incentives Advisory - R&D Funding and Innovation Advisory" in Berlin oder Hamburg können Sie dabei in der Projektarbeit spannende Einblicke in folgende Tätigkeitsschwerpunkte erhalten: Sie unterstützen unser interdisziplinäres Team fachlich und logistisch bei Vorbereitung von Mandantenterminen, der Erstellung von Präsentationen, der Vor- und Nachbereitung von Workshops, der Strukturierung von Projektunterlagen und bei der Recherche. Bei der Mitwirkung an unserer täglichen Arbeit können Sie Ihr Organisationstalent, Ihre Kommunikationsfähigkeit und Ihre Kreativität einbringen.

**Ihr Profil, um gemeinsam etwas zu bewegen**



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Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: **EURO-CLIO Program de practica pentru studenți in management de patrimoniu istoric, diplomatie culturala, turism cultural**  
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Sie studieren Natur- oder Wirtschaftswissenschaften, Ingenieurwesen, Wirtschaftsinformatik. Organisationstalent und Belastbarkeit zeichnen Sie ebenso aus wie Ihre Fähigkeit, verschiedene Aufgaben und Projekte simultan zu steuern und zu priorisieren. Als echter Teamplayer behalten Sie auch in turbulenten Zeiten einen kühlen Kopf und Ihre gute Laune. Sie haben sehr gute Kenntnisse des MS Office Pakets und sind fix in der Internetrecherche. Des Weiteren verfügen Sie über sehr gute Englischkenntnisse. Überzeugen Sie uns mit Ihrer Persönlichkeit und senden Sie uns eine aussagekräftige Bewerbung.

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/109170/Internship\\_Incentives\\_Advisory\\_Global\\_RD\\_and\\_Innovation\\_Services\\_EY\\_Ernst\\_Young\\_Berlin\\_Germany](http://www.eurobrussels.com/job_display/109170/Internship_Incentives_Advisory_Global_RD_and_Innovation_Services_EY_Ernst_Young_Berlin_Germany)

## EQUASS Unit Intern

### EQUASS - European Quality in Social Services

### Brussels, Belgium

#### Tasks

You will be expected to contribute to the overall functioning of EPR's activities on the following basis:

#### *EQUASS Unit (100%)*

- Operational coordination of business activities, specifically certification processes;
- Practical support of EQUASS events (trainings, seminars, internal meetings...);
- Ensure accurate record keeping of the contractual and financial transactions, database of clients and suppliers;
- Support communication activities (databases, website, dissemination campaigns);
- Support the development of an online learning community of social service providers;
- Support to project development and management;
- Various other tasks as assigned.

#### Profile

#### Essential skills:

- Post-secondary education degree or equivalent work experience;



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Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

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Contract nr. POSDRU/161/2.1/G/136979

- Fluent English;
- Strong organisational skills, willingness to perform administrative tasks;
- Attention to detail;
- Advanced MS Office skills (Word, PowerPoint, Excel), internet, email;
- Proactive, efficient and motivated person who is also flexible and a team-player;
- Committed to non-discrimination and equal opportunities for people with disabilities.

### **Desirable skills:**

- Basic knowledge of European Social Policy, the social services sector and the relevant human rights instruments to ensure equality and participation for persons with disabilities;
- Experience in event organisation;
- Experience in EU-funded project coordination;
- Knowledge of other EU languages is desirable;
- Ability to work effectively in an international and dynamic environment;
- Knowledge and use of desktop publishing software (Adobe Illustrator), content management systems (Joomla) would be an advantage.

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/109157/EQUASS Unit Intern EQUASS European Quality in Social Services Brussels Belgium](http://www.eurobrussels.com/job_display/109157/EQUASS_Unit_Intern_EQUASS_European_Quality_in_Social_Services_Brussels_Belgium)

## **Internship - Policy Assistant**

### **EuropeanIssuers**

### **Brussels, Belgium**

#### **Internship opportunity**

EuropeanIssuers is looking for a full-time intern to join its Brussels-based team for 6 months. The successful candidate will be assisting in policy work of the association.

#### **The ideal candidate should meet the following requirements:**

- General knowledge of EU institutions and legislative processes and interest in EU politics is a must;
- Good research skills and attention to detail;
- Good communication skills: proficient knowledge of English both speaking and writing is essential; knowledge of French is a plus;
- Interest in capital markets and companies' ability to access market finance;
- Good IT skills (especially MS Office software, Google analytics and cloud computing);
- On-going studies or recent university graduate with a focus on political/European studies (we particularly welcome applicants via the Erasmus or Leonardo da Vinci programmes);



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Contract nr. POSDRU/161/2.1/G/136979

- Available to start on 30 November 2015.

## Main duties and responsibilities

- Main projects related to policy & research (60%):
  - Monitoring legislation via official EU websites, RSS feeds, news, etc
  - Updating Policy Scorecard giving an overview of all relevant EU legislation
  - Assisting Senior Policy Adviser with organisation of Working Groups of members and other activities
- Main activities related to communication (20%):
  - Drafting newflashes/website alerts to members and uploading on EI website
  - Updating the policy sections of website (policy topics, committees, WGs, external representation)
  - Attending conferences, meetings and other events and reporting back on behalf of EI
  - Updating contact details in policy distribution lists (permanent representatives, MEPs, policy interest categories e.g. corporate governance)
- Assisting with other activities on request (20%).

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/109082/Internship\\_Policy\\_Assistant\\_EuropeanIsuers\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/109082/Internship_Policy_Assistant_EuropeanIsuers_Brussels_Belgium)

## EU Funding Stagiaire Schuman Associates Brussels, Belgium

### Requirements

- Experience with EU Funding programmes, especially ESIF and H2020
- Knowledge of the European Commission & European Parliament
- Familiarity with major EU sources of information and websites
- Bid writing experience would be an advantage
- Good IT skills, ability to work independently while being a strong team player
- Positive attitude and attention to detail
- Excellent interpersonal and attention to details skills
- Excellent English, other languages- particularly Hungarian or Croatian- would be an advantage

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108953/EU\\_Funding\\_Stagiaire\\_Schuman\\_Associates\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/108953/EU_Funding_Stagiaire_Schuman_Associates_Brussels_Belgium)



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Contract nr. POSDRU/161/2.1/G/136979

## Internship Event Co-ordination

QED

Brussels, Belgium

### Job Description:

As a trainee at QED you will work closely with colleagues in all stages of the “event life cycle”. The internship will ideally start on the beginning of January 2016 and last until end of June 2016. A development plan and specific tasks for this internship will be set up between QED and the interns’ University. The key responsibilities are related to the event co-ordination field and will include the following:

- Being in charge of contacting the event venues;
- Speaker management;
- Negotiate and collect offers from subcontractors;
- Book hostesses;
- Follow-up phone calls to key participants;
- Identifying possible events of interest by conducting market research;
- Managing and updating our contact list, followed by the integration in the CRM system;
- Work as a host/hostess at the events when requested.

### Qualifications/Skill Requirements:

- Fluent in English (written and oral). Additional EU languages would be considered an asset;
- Relevant university degree or presently studying communication, management, business administration or event management;
- Business orientated. (Entrepreneurial mind-set);
- Ability to work both individually and in a team;
- Ability to communicate in a multicultural environment;
- Capability to prioritize and work with several projects at the same time;
- Self-going and the competency to take own initiatives in several situations.

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108944/Internship\\_Event\\_Co\\_ordination\\_QED\\_Brussels\\_Belgium](http://www.eurobrussels.com/job_display/108944/Internship_Event_Co_ordination_QED_Brussels_Belgium)

## Internship Communication and Design



Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

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Contract nr. POSDRU/161/2.1/G/136979

## QED

### Brussels, Belgium

#### Job Description:

As a trainee at QED you will work closely with colleagues in all stages of the “event life cycle”. The internship will ideally start end February 2016 and last until end of August 2016. A development plan and specific tasks for this internship will be set up between QED and the interns’ University. The key responsibilities are related to the event- coordination field and will include the following:

- Updating the webpage with newly confirmed speakers, including the draft program and the agenda.
- Creating new-subpage after an event, including adding YouTube clips.
- Editing video clips from the events and upload them to YouTube.
- Creating the design for biographies and handout material.
- Creating the design for thank-you cards for speakers and partners.
- Managing the social media activity.

#### Qualifications/Skill Requirements:

- Fluent in English (written and oral) and additional EU languages would be considered an asset.
- Relevant university degree or presently studying communication, management.
- Computer skills.
- Knowledgeable in programming languages.
- Advanced knowledge in Photoshop.
- Ability to work both individually and in a team.
- Ability to communicate in a multicultural environment.
- Capability to prioritize and work with several projects at the same time.
- Self-going and the competency to take own initiatives in several situations.

#### Type of contract:

Stage scolaire: This is a contract for students with the aim to apply theoretical knowledge in a working environment. This contract will be set up between the applicant’s university and QED.

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108943/Internship Communication and Design QED Brussels Belgium](http://www.eurobrussels.com/job_display/108943/Internship_Communication_and_Design_QED_Brussels_Belgium)



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Contract nr. POSDRU/161/2.1/G/136979

# Translation Internship: English, French and Spanish

## IJJO - International Juvenile Justice Observatory Brussels, Murcia

### Job Details:

The Translation internship or volunteering experience will help undergraduate and/or graduate students, as well as volunteers, further cultivate their skills through a real-life work experience. Successful candidates will participate in a broad range of translation-related activities.

### Main tasks:

- Translating a wide variety of juridical and sociological documents related to law and juvenile justice.
- Proofreading documents.
- Organizing and coordinating translation work, ensuring good quality translation.

### Profile:

- Knowledge and experience in translation.
- Specialization: translation between French, English and Spanish. Translation into mother tongue from the other two languages.
- Creativity, versatility, high energy, initiative and discipline.
- Excellent organizational skills, attention to detail and determination to meet deadlines.
- The knowledge of other languages and law is a plus.
- Good use of IT.
- Able to work independently as well as being part of a team.
- Sharp attention to detail when proofreading.
- Education/Experience: Undergraduate/postgraduate students of Translation. Volunteers with similar studies or work experience are equally welcome.

### Additional information

#### Internship term:

- Maximum 6 months minimum 3 months (Flexible period according to the student's availability).
- No financial remuneration is offered by the IJJO (Please check the European ERASMUS and Leonardo Programme opportunities with your university).

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108940/Translation Internship English French and Spanish IJJO International Juvenile Justice Observatory Brussels Murcia Multiple Countries](http://www.eurobrussels.com/job_display/108940/Translation_Internship_English_French_and_Spanish_IJJO_International_Juvenile_Justice_Observatory_Brussels_Murcia_Multiple_Countries)



Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

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Contract nr. POSDRU/161/2.1/G/136979

# Communications Internship

## IJJO - International Juvenile Justice Observatory

### Murcia, Spain

#### Job Details:

The Communications internship or volunteering experience will provide the opportunity to work collaboratively with the IJJO Communications staff, helping undergraduate and graduate students, as well as interested volunteers, to further cultivate their skills through a real-life work experience. The intern will participate in a variety of activities including writing, researching and website management. This internship offers hands-on communications experience.

#### Main tasks:

- Drafting articles, fact sheets, press releases, interviews, briefing materials and other similar items.
- Proofreading, fact-checking and editing communications materials.
- Gathering of primary research material and checking background information.
- Monitoring and curating news sources.
- Developing web and social media content.
- Pitching news items.
- Building and maintaining targeted media contact databases.
- Updating the website on an as-needed basis.
- Helping identify, plan, and implement new communication strategies, platforms and tactics.
- Additional tasks and responsibilities as mutually agreed upon.

#### Profile:

- Excellent writing and verbal skills in either English, French or Spanish.
- Creativity, versatility, high energy, initiative and discipline.
- Demonstrated interest in Juvenile Justice or Children's Rights issues is a plus, as is general knowledge of International Human Rights Law.
- Strong research ability.
- Proficient in Microsoft Word, Excel, PowerPoint, E-mail & Internet.
- Proficient in Social Media Channels: Facebook, Twitter, Blogging, etc.
- Knowledge of video editing and graphic design tools is a plus.
- Able to work independently as well as being part of a team.
- Excellent time management skills with ability to meet deadlines.
- Sharp attention to detail when proofreading or fact-checking.
- Education/Experience: The ideal intern will be working toward a Bachelor's degree (B.A.) or higher in Communications, Journalism, Law or a related field. Volunteers with similar studies or work experience in these areas are equally welcome.



Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: **EURO-CLIO Program de practica pentru studenti in management de patrimoniu istoric, diplomatie culturala, turism cultural**

Contract nr. POSDRU/161/2.1/G/136979

## Additional information

### Internship term:

- Maximum 6 months minimum 3 months (Flexible period according to the student's availability).
- No financial remuneration is offered by the IJJO (Please check the European ERASMUS and Leonardo Programme opportunities with your university).

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108935/Communications\\_Internship\\_IJJO\\_International\\_Juvenile\\_Justice\\_Observatory\\_Murcia\\_Spain](http://www.eurobrussels.com/job_display/108935/Communications_Internship_IJJO_International_Juvenile_Justice_Observatory_Murcia_Spain)

# Business Administration Intern ICC - International Chamber of Commerce London, United Kingdom

Working Hours: Full Time (9:30am – 5:30pm)

Time Period: 3-6 months (voluntary)

Reporting to: Executive Assistant & Membership Manager

### Key Areas of Responsibility

- Assisting with membership administration including database management, invoicing, research and briefings;
- Undertaking day to day administrative tasks and contributing to wider team goals as required;
- Supporting relevant managers to put together monthly performance reports;
- Capturing and collating relevant material for marketing purposes.

### Qualifications

- Be a recent graduate in any discipline but a policy, business, marketing degree is preferable;
- Have an interest in business administration, international business and/or international trade;
- Have good attention to detail and fast-learning capabilities;
- Have excellent organisation and prioritisation skills;
- Be proactive, personable, practical in nature and approach problems with a solutions focused mind set;
- Be a team player and able to operate in a busy office environment;

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108795/Business\\_Administration\\_Intern\\_ICC\\_International\\_Chamber\\_of\\_Commerce\\_London\\_United\\_Kingdom](http://www.eurobrussels.com/job_display/108795/Business_Administration_Intern_ICC_International_Chamber_of_Commerce_London_United_Kingdom)



Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial pentru Dezvoltarea Resurselor Umane 2007 – 2013

Axa prioritară 2 „Corelarea învățării pe tot parcursul vieții cu piața muncii”

Domeniul major de intervenție 2.1 “Tranziția de la școală la viața activă”

Titlul proiectului: *EURO-CLIO Program de practica pentru studenti in management de patrimoniu istoric, diplomatie culturala, turism cultural*

Contract nr. POSDRU/161/2.1/G/136979

# Communications and Online Media Intern

## CICC - Coalition for the International Criminal Court

### The Hague, Netherlands

The Coalition is looking for a Communications and Online Media Intern for its international secretariat in The Hague, the Netherlands, to assist with a range of media and public information projects.

#### **DURATION OF THE INTERNSHIP**

The Internship would be for a minimum of three months, starting as soon as possible. The intern will report to the Communication Officer, among other Section staff. The internship is full time, 40 hours per week.

This internship provides the opportunity to work in an enthusiastic, small and young international team, part of a large international secretariat and a global network and learn more on the Coalition’s communications activities.

#### **RESPONSIBILITIES**

- Support section staff with the updating and creation of factsheets, press releases, social tools, content for website updates and other background resources;
- Monitoring and compiling news developments related to the ICC current investigations and cases, as well as thematic issues such as sexual violence, children and victims as they relate to the ICC;
- Assist with the research and drafting of articles for Coalition publications;
- Assist with newsletters creation and development;
- Support in setting up a new website and keep it up to date;
- Assist with content development for new website, including writing/editing articles and blog posts, creating and editing videos, and other content;
- Identify content for website and social media outlets;
- Develop creative ideas for Twitter and Facebook campaigns and reporting;
- Monitor developments in online media;
- Update journalist database and research media outlets worldwide;
- Assist with media relations;
- Attend and take photo/video of press briefings, meetings, lectures related to international justice in The Hague;
- Help fulfil requests for information;
- Support staff and undertake special projects and assignments as needed.

#### **REQUIREMENTS**



UNIUNEA EUROPEANĂ



GUVERNUL ROMÂNIEI



MINISTERUL  
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CERCETĂRII ȘTIINȚIFICE



Fondul Social European  
POSDRU 2007-2013



Instrumente Structurale  
2007-2013



DIPOSDRU



UNIVERSITATEA  
HYPERION  
DIN BUCUREȘTI

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- We are interested in applicants whose studies were/are related to Communications, multimedia communications, web design, new media, Journalism, and/or International Relations, Political Science, Law and/or other relevant fields;
- Proficiency in English required; Proficiency in French a plus.
- Excellent written and oral communication, research and analytical skills;
- Attention to detail; Organizational and administrative skills;
- Effective team player with the ability to work and think independently, and to be resourceful and proactive;
- Ability to work independently and in a deadline-driven environment;
- Previous nonprofit and/or journalism experience preferred;
- Demonstrated interest in international justice and NGO work;
- Affinity with the Coalition’s goals and objectives;
- Interest in photojournalism preferred;
- Knowledge and interest in still and video photography and editing software preferred;
- Knowledge of Adobe Creative Suite, or other similar software, would be an asset;
- Working knowledge of Excel, PowerPoint and HTML, Google Analytics, and MailChimp an asset;
- Experience producing online content an asset;
- Passion for social media and its potential as an advocacy tool.

[For more details and to apply for this job click here](#)

[http://www.eurobrussels.com/job\\_display/108248/Communications and Online Media Intern CICC Coalition for the International Criminal Court The Hague Netherlands](http://www.eurobrussels.com/job_display/108248/Communications_and_Online_Media_Intern_CICC_Coalition_for_the_International_Criminal_Court_The_Hague_Netherlands)