



**Local & Regional  
Europe**

# **Application Pack**

**For the position of Intern – Projects Team**

**| Brussels, Septembre 2018**

## 1. Job description

He/she will support the **project** team working on **various themes such as** environment, climate, decentralized cooperation, etc. **He/she will have the opportunity to:**

- Work in a dynamic international team;
- Learn about EU projects and gain really valuable experience in the field of bid writing and project management;
- Join a pleasant working environment.

The intern will also work with colleagues in the Secretariat, he/she will work under the supervision of the Projects Director.

## 2. Main tasks and responsibilities

- **Project Management Support:** Support the project team with the implementation of EU- funded projects such as identification of service providers, experts, planning and monitoring the activities, etc;
- **Communication support:** Draft and review communication materials such as articles, newsletter, PPT presentations, etc.;
- **Support with organisation of meetings & events:** Support with the organisation of various projects meetings and events;
- **Research:** Carry out desk research on various topic related to the CEMR projects, potential projects funding, etc.

The list of tasks is not exhaustive and can be complemented with other activities according to the organisation's needs but also to candidate's interest and experience.

## 3. Required qualifications

### a. Qualifications and experience

- University degree (EU projects management degree an asset);
- Basic knowledge of EU funding programmes.

### b. Skills and competences

- Native level of French or English with excellent knowledge of the other language. Knowledge of other European languages is a plus;
- Ability to use IT tools such as Word, Excel;
- Ability to work effectively as a team member in a multicultural and multilingual environment;
- Strong organisation and planning skills;
- Proactive personality;
- Ability to work under pressure;
- Autonomous.

#### 4. Additional information about the traineeship

- Start of the traineeship: as soon as possible;
- Not remunerated; CEMR will pay €8 per working day for meals and the public transport commuting costs within Brussels upon presentation of the STIB card;
- 38 hours per week: 9am-6pm Mondays to Thursdays; 9am-4pm on Fridays;
- 3-month traineeship minimum;
- Training agreement (convention de stage) with the university/school compulsory.

For more information, please contact Durmish Guri: [durmish.guri@ccre-cemr.org](mailto:durmish.guri@ccre-cemr.org)  
Tel: +32 2 500 05 48





## About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 50 national associations of municipalities and regions from 41 European countries. Together these associations represent some 150 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

[www.ccre.org](http://www.ccre.org)