

Trainee- EUSR for the Belgrade-Pristina Dialogue based in Brussels

We offer:

A traineeship of **6 months** within the office of the EU Special Representative for the Belgrade-Pristina Dialogue.

The EU Special Representative for the Belgrade-Pristina Dialogue is mandated to achieve comprehensive normalisation of the relations between Serbia and Kosovo, enhance the Union visibility and effectiveness through public diplomacy and contribute to the unity, consistency and effectiveness of Union action.

The trainee will be fully embedded in the work of the EUSR's office, receive direct exposure to its activities in the Western Balkans and in Brussels, and have the unique opportunity to understand the work of an EUSR from the inside.

Main tasks:

- Provide active input to the EUSR's work.
- Assist the work of the EUSR's team as necessary.
- Support monitoring, analysing and reporting; conducting research and drafting briefings.
- Contribute to administrative tasks as required.
- Take part in meetings and ensure timely and quality reporting. When needed draft notes/briefings/background information as requested.
- Contribute to and take part in the organization of meetings and events.
- Assist in the organisation of missions of the EUSR and incoming visits.
- Contribute to outreach, communication, and public diplomacy activities.

We look for:

Qualifications or special requirements:

- Bachelor degree in international relations, political science, European studies, law, economics, communication or a related field and completed or ongoing master studies.
- Nationals of a Member State of the European Union.
- Excellent drafting skills in English.
- Ability to handle politically sensitive issues in a responsible manner.
- Proven interest for EU affairs and neighbourhood policies.
- Experience in research and analysis.
- Computer literate with practical experience in Microsoft packages.
- Good networking, interpersonal skills and attention to details.
- Experience in working in a team and in coordinating inputs from various colleagues.

How to apply?

Candidates must apply to the e-mail address EUSR-DWB@ec.europa.eu and send the application form with the following subject: “**FirstName LastName – Traineeship-EUSR-Dialogue**”. Only application forms sent in electronic PDF format (**not scanned**) will be considered.

Important information to read before applying

Applicants who have already benefited or currently benefit from any kind of training or employment within a European Union institution, body, agency or office are not eligible. Applications from non-eligible candidates will not be considered.

The trainee will receive a monthly grant of **1,572.00 € according internal and Belgium employment regulation. This amount is subjected to Belgium social security taxation.**

All costs related to travel, insurance, accommodation, and living expenses must be borne by the trainee.

The trainee will be responsible for costs arising from accidents and/or illness incurred during the traineeship and must show proof of a valid medical insurance coverage, including that they will be covered against the risk of a pandemic and the costs of repatriation.

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, their candidacy will be rejected.

The traineeships can only be offered in compliance with the local legislation as well as the legislation of the country of origin.