

CALL FOR APPLICATIONS

INTERNSHIP WITHIN THE EUROPEAN COMMISSION FOR YOUNG ROMA UNIVERSITY GRADUATES IN COOPERATION WITH THE OPEN SOCIETY INSTITUTE

DEADLINE FOR SUBMISSION: December 5, 2009

Following an agreement with the European Commission, OSI Roma Initiatives is pleased to offer 5 five-month internships beginning on March 1, 2010 for young Roma university graduates from all new EU member states (excluding Cyprus and Malta), Croatia, F.Y.R.O.M, Serbia, Kosovo, Montenegro, and Bosnia and Herzegovina.

The training period involves work experience in one of the Commission's departments.

The internship has the following main aims:

- To give Roma interns a general idea of the objectives and problems of European integration;
- To provide them with practical knowledge of the working of Commission departments;
- To enable them to acquire personal experience by means of the contacts made in the course of their everyday work;
- To enable them to enrich and put into practice the knowledge they have acquired during their studies or professional careers.

Profile of interns:

- Nationals from all new EU member states (excluding Cyprus and Malta), Croatia, F.Y.R.O.M, Serbia, Kosovo, Montenegro and Bosnia and Herzegovina who are of Roma origin.
- Applications from women are encouraged.
- The candidates must have completed a course of university education and obtained a full degree or its equivalent (for minimum national education qualifications required, see Annex 1) by the closing date for applications. Applications are only accepted if they are accompanied by a photocopy of the candidate's degree certificate (or, in the absence of this document, an official statement from the university confirming the degree result, see Annex 2 for list of university degrees sought by the EC services).
- Preference will be given to candidates with proven experience in civil society work.

- Working knowledge of at least English or French, ability to draft reports in one of these languages. Other languages would be appreciated.
- Minimum computer literacy.
- The age limit for interns is minimum 25. However, the Selection Committee may, if there is a good reason, make exceptions to this age limit at the candidate's request (in which case, a cover letter should be submitted with the application form). As the Commission's in-service training programme is addressing young graduates at the beginning of their career, this age limit should not be considered to be discriminatory.
- The internship scheme at the Commission is open to candidates who have not benefited yet from in-service training in another European institution or body.

Time frame:

Five-month internship - **Starting date: March 1, 2010**

Note: Candidates should only apply if they seriously intend to take up the offer of an internship within the European Commission. Notification of withdrawal from the program after selection is unacceptable as it precludes others from this opportunity and is a source of inconvenience to both the Open Society Institute and the European Commission.

Working conditions:

- Health and accident insurance is compulsory and must be obtained by the selected intern before the start of the internship. The OSI grant will include the costs of the health and accident insurance for 5 months;
- Relevant infrastructure (office space, computer, etc.) will be provided by the European Commission;
- Each intern will be assigned a supervisor.

In-service scheme description:

- Job description will be provided by the senior official (supervisor) to whom the intern will be assigned during the period of his/her in-service training. The supervisor will follow the intern's work. The intern is expected to participate in all the tasks of the team. The type of work will be equivalent to that of a junior executive-grade official, e.g. compiling information and documentation, organising working groups, forums, public hearings and meetings, preparing reports and replying to queries, participation in team meetings, filing, linguistic revision of texts, etc.
- The internship will give an opportunity to become acquainted with /involved in the activities related to Romani issues within the respective DG.

Practical information:

- Interns must hold, upon their arrival, the proper permit/visa in relation to their country of origin as required by the Belgian authorities for a 5-month tourist stay.
- Accommodation expenses are included in the Open Society Institute grant. The interns must arrange accommodation themselves, however OSI might assist the interns in finding suitable accommodation. The EC will provide them with basic information and guidance at the beginning of the stage.

The internship grant:

Financial assistance for the internship is provided by the Open Society Institute. The 5-month internship grant covers:

- Travel expenses to and from Brussels will be arranged by OSI Roma Initiatives (using the cheapest available means of transportation). Actual travel expenses will be covered by the OSI up to a maximum of 600 Euro.
- Accommodation, subsistence, health and accident insurance: 6,500 Euro (1,300 Euro/month).

Note: The Commission is not involved in budget management or in making the relevant payments in relation to this programme.

Application:

Please send your application (using the attached application form) by e-mail, regular mail or via fax **by December 5, 2009.**

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Please find below 3 Annexes with detailed information about the requirements for the EC Internship.

ANNEX 1

List of all required application documents:

- Application in English or French
- **Copies of all the university degrees/diplomas obtained and declared in the application** (for candidates who have completed their degree course but who have not yet received an official degree certificate, a formal official statement from university confirming the degree result is sufficient)
- Europass CV. You can download the Europass CV template at: <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>
- Certificates and/or declarations for all work experience declared in the application and CV
- Reference/recommendation letters about work experience in Roma civil society declared in the application and CV

Please note that all the requested documents are required and if any of them is missing your application would be incomplete and disqualified.

If any of the above-mentioned documents is not written in one of the Community languages (see '[The Official Community languages of the European Union](#)' - please note that Latin is not a Community language), it is imperative to include a translation into English or French with the copy of the document.

The candidate must ensure that his/her application is complete at the time of posting.

Please Note

- **Candidates should not send originals of their diplomas etc.**
- **It is not necessary at this stage to send the original authenticated copies of the diplomas or of the translations.** Once selected, the candidate can be required to provide certified copies of diplomas and, if necessary, certified translations.
- **Copies of PhD thesis, or any publications or studies the candidate has published or has been involved in publishing should not be attached.**

ANNEX 2:

Minimum required education:

First Cycle Higher Education Qualifications¹

Bulgaria	Bakalavar
Bosnia and Herzegovina	Visoka strucna sprema and BSc/BA
Croatia	Preddiplomski
Czech Republic	Bakalar (Bc.)
Estonia	Bakalaureusekraad or equivalent
F.Y.R.O.M.	Visoko Obrazovanje
Hungary	Főiskolai oklevél
Kosovo	Bachelor
Latvia	Bachelor degree or equivalent
Lithuania	Bakalauras or equivalent (university HE) Non university - Higher education qualification (non university HE)
Montenegro	Visoko Obrazovanje
Poland	Licencjat – Inzynier
Romania	Licenta
Serbia	Završene dodiplomski studije
Slovakia	Bakalar (Bc.)
Slovenia	Visokosolska diploma
Turkey	Lisans

ANNEX 3

University background

The majority of EC internship applications come from candidates with qualifications in law, political science, international relations and economics. Considering the objectives of this Call for Expression of Interest, the Open Society Institute also would be keen to encourage interns with other qualifications relevant for the strengthening of the Roma civil society and representation.

¹ Situation as of 1 August 2004