



Intern at the Trans European Policy Studies Association Brussels

What is TEPSA?

The Trans European Policy Studies Association is a dynamic, independent research network comprising 31 leading research institutes in the field of European affairs throughout Europe, managed by an office in Brussels. TEPSA's aim is to provide high quality research on European integration in order to stimulate discussion on policies and political options for Europe, and to analyze, assess and advice on current EU topics. These goals are achieved by interaction between the European and national institutions as well as with the academic and research community, focusing especially on the areas of 'deepening' and 'widening' of the European Union. For further details, see our website: www.tepsa.be

Job Description

TEPSA is seeking an intern to work at its Brussels headquarters from April 2012 onwards for a period of five to six months. The internship would suit a candidate having already one-year work experience in the organising activities in the field of EU affairs and a masters degree in European studies, political science or public administration. TEPSA offers a payment of € 500 per month.

Tasks

- Organisation of conferences and other activities
- Contact with the European institutions, including the European Parliament and the European Commission
- Providing assistance in editing reports, newsletters and publications
- Assistance in website management/general administration
- Attending meetings with/on behalf of the Trans European Policy Studies Association
- Contact with civil society organisations

He/she will contribute to the overall coordination and implementation of TEPSA activities.

Requirements

- Completed a degree in European studies, political science, public administration or similar (compulsory)
- One-year experience in the organisation of activities (conferences, workshops etc) in the field of EU affairs (compulsory)
- Fluent in English, proficient in French, other languages an asset
- Good communication and writing skills (both English and French)
- Excellent organisational skills (proven experience)
- Excellent knowledge of the internal workings of the EU institutions and decision making processes
- In possession of an EU passport, or other means of working in Belgium

Please e-mail your letter of motivation (1 page), CV (max. 2 pages) and a reference letter to Laura Ventura (Laura.Ventura@tepsa.be) by **13 February 2012**.