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| **Title: European Affairs and Partnership Intern** |
| **Department/Program**: European Affairs and Partnerships (EAP) | **Location:**  Search for Common Ground (Search), Brussels, Belgium |
| **Level:** Internship | **Term:** 4-6 months |
| **THE “WHY” - Purpose of the Role**  |
| Search for Common Ground is seeking a full-time intern to assist its European Affairs and Partnership (EAP) team in all European business development activities. The objective of this internship programme is to provide the Intern with the following knowledge and skills:* Peacebuilding and conflict transformation methodologies and programming
* Knowledge of the work of European institutions and European governments on the topic of peacebuilding
* Experience of policy development in the field of peacebuilding
* Skills to better organize and prioritize own work, time management
* Understanding of European and bilateral funding instruments and funding research
* Expand network in Brussels

Progress against the learning objectives will be monitored by the Intern and their Supervisor. The learning objectives and/or tasks may be modified during the internship if this is deemed appropriate by both parties.  |
| **THE “WHAT” - Essential Duties and Responsibilities** |
| The EAP Intern will be an integral part of a dynamic Brussels Headquarters team and the EAP team. The intern’s responsibilities is to: a) support the business development work of the EAP, particularly through research, b) support the advocacy work of the EAP as needed and c) to support with administrative work as needed.**Key area 1:Business development (60%)*** Conduct daily desk research on European (EU, governments and others) funding opportunities
* Research and draft EU-updates for field offices
* Support writing of applications and other business development related tasks

**Key area 2: Advocacy (30%)*** Represent Search at events relevant to our program work and report back to the relevant field teams
* Assist with organisation of advocacy meetings (visits of field staff to Brussels office) and other events
* Other tasks related to EAP advocacy work

**Key area 3: Other Support (10%)*** Provide urgent, needs-based support on content research for the EAP team and overall organisation.
* Provide general administrative support

As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key responsibilities. |
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| **THE “HOW” - Qualifications and Skills Required** |
| **Education and skills requirements** * Bachelor Degree or in the pursuit of a university degree - preferably in international relations, conflict studies, development studies, political science or similar;
* Knowledge of European institutions and understanding of EU decision-making procedures;
* Prior (volunteering) experience in related field would be an asset;
* Research skills with the ability to pay close attention to detail;
* Strong oral and written communication in English and organisational skills;
* Knowledge of French would be an asset;
* Ability to manage multiple projects simultaneously within a demanding environment.

**Behavioral Competencies*** **Working with People.** The ability to respect the views and contributions of other team members; shows empathy, listens, supports; consults others and shares information and expertise, builds team spirit and adapts to the team.
* **Flexibility.**  The ability to adapt to changing circumstances and priorities, to tolerate ambiguity, to adapt personal style to different people and situations.
* **Communication**. The ability to effectively exchange information with others, to effectively deliver critical information, to gather information and communicate with others.
* **Ethical Practice**. The ability to integrate Search vision, mission and core values, integrity and accountability throughout all organizational and business practices.
* **Commitment to Search Values:** Shared Humanity - Empathy - Impartiality - Inclusivity - Courage - Hope - Humility - Audacity.

The candidate will have to do the internship as part of their studies. Duration: Must be available for at least 20 hours per week for a period of at least 4 months; candidates available for a full time internship are preferred.  |
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