

Non-Remunerated Traineeship Offers

The Delegation of the European Union to Egypt

The European Union Delegation to Egypt offers three **Non-Remunerated** traineeships. The aim of these traineeships is to provide young graduates with insight knowledge about the daily work of the European Union Delegation to Egypt, in particular, and of the European Union, in general. The programme has been running for several years with many candidates benefited from this rich experience at the Delegation where many current European civil servants started their career path as trainees.

Are you eligible for non-remunerated traineeship?

You may apply for the traineeship if:

- **Nationality:** You are a national from an EU Member State enjoying full citizen's rights.
- **University Diploma:** You are a young graduate with a University diploma or at your last year of University in relation to International Relations, or Human Rights, or Press and Information.
- **Languages:** You have excellent command of English language. Knowledge of other EU languages or/and Arabic language is an asset.
- **Experience:** Having a professional experience is not required, but previous work experience related to the work of the Delegation is an asset.
- **Working at EU:** You have not yet worked in any of the EU institutions.
- **Military Service:** You have fulfilled your military service obligation according to applicable laws in your respective country or given assurances that you will not be called up during your traineeship period.

What are the main functions and duties?

- **Press and Information Trainee:** Assisting in the preparation of the daily Morning Briefings, Press Reviews and monitoring of Egyptian newspapers. Assisting in preparation of press and information events. Updating the Delegation's website and Facebook page. Writing Press reports on specific issues related to how the EU Egypt Delegation and its activities are portrayed in the media, and others.

- **Human Rights Trainee:** Assisting the Human Rights Advisor of the delegation. Monitoring of Human Rights violations and maintaining the database. Monitoring, attending of relevant trials. Drafting reports and notes, taking minutes. Liaising with Member States. Meeting with Civil Society, relevant interlocutors.

- **Political Affairs Trainee:** Assisting Delegation officials in reporting on political issues. Monitoring closely domestic and regional affairs. Attending meetings, drafting minutes. Assist in the preparations of incoming official visits to the delegation.

What are the rules?

- **Duration:** the traineeship is for duration of a maximum of **six** months.
- **Cost:** traineeships at the EU Delegations are not paid. All costs related to travel, insurance, accommodation and living expenses must be borne by trainees sponsoring institutions, (written letter certifying that is required)
- **Visa:** trainees are responsible for obtaining and covering the cost of necessary visa.
- **Travel:** trainees have to arrange and finance their travel to the EU Delegation to Egypt.
- **Medical insurance:** trainees need to arrange and show proof of a valid medical insurance coverage prior to the start of their traineeship

How to apply and when to start?

Interested candidates should send a motivation letter, a copy of their resume and contact details of at least one referee to the following email address mentioning the title of interested traineeship; 1-Press and Information Traineeship, 2- Political Affairs Traineeship, 3- Human Rights Traineeship.

E-mail address: DELEGATION-EGYPT-RECRUITMENT@eeas.europa.eu coping Hanem.labdh@eeas.europa.eu

Deadline for application: **22 June 2017.**

Ideal Start Date: **beginning of August 2017.**

What are the needed documents to provide, if selected?

Those selected will be obliged to provide the following documents:

1. Non-Remunerated Traineeship Agreement.
2. Resume & Motivation Letter.
3. Copy of your valid passport.
4. Written proof of existing sponsorship with educational establishment or Programmes or others.
5. Medical Insurance Certificate letter covering your traineeship period (i.e. valid medical insurance card).
6. Letter of recommendation or the contacts of at least one reference.
7. Valid visa during the traineeship period.
