Internship Notice

Internship Opportunities for Indonesian Nationals in the Political, Press and Information Section of the Delegation of the European Union to Indonesia and Brunei Darussalam

1. GENERAL INFORMATION

The Delegation of the European Union (EU) in Jakarta is offering internship opportunities in its Political, Press and Information Section to young university graduates with no, or only limited (one year maximum), relevant professional experience, as well as to students in the final years of university where the traineeship is a complement to their academic training.

An internship is unpaid and no contractual relationship will be established between the EU Delegation and the intern. As a public sector organisation, we are unable to offer you the compensation which you may be able to receive in the private sector. We do offer a unique opportunity to gain a hands-on work experience with the EU, the world's largest trading entity and the most prominent organisation transcending the nation state.

2. BENEFITS OF THE INTERNSHIPS

The purpose of the internship with the EU Delegation is, in particular:

- To give you a better understanding of the objectives, policies and activities of the EU
- To provide you a first-hand experience of EU diplomacy
- To provide you with practical knowledge of the workings of EU Delegations
- To enable you to acquire personal experience in your everyday work contacts
- To enable you to put into practice the knowledge you have acquired during your studies

3. DESCRIPTION OF TASKS

The tasks of the intern of the Political, Press and Information Section may entail the following:

- Researching and analysing issues of interest related to the work of the EU Delegation
- Drafting and contributing to reports on factual issues
- Supporting the organisation of seminars, conferences, meetings, visitor programmes and other events
- Participating in team meetings, seminars and conferences
- Assist in overseeing social media presence which include but are not limited to research, campaign and content creation, execution, monitoring and reporting
- Collaborate with cross-sections to develop weekly/monthly social media plans and create timely (and engaging) content for social media platforms, such as tweets, status updates and visuals
- Supporting the implementation of other political and communication/visibility/outreach tasks

*For more information of the EU Delegation's activities, please refer to our website\(^1\), Facebook page\(^2\), Twitter account\(^3\) and blog\(^4\).*

4. CONDITIONS OF THE INTERNSHIP

- While the term of your internship may vary, the minimum duration is for **three months** and the maximum duration is **six months**.
- The intern is expected to commit to a **full time basis** and follow the same working hours as the EU Delegations staff (i.e. 37.5 hours per week, from Mondays to Fridays) for the agreed period of the internship.
- Internships at the EU Delegation are **voluntary (unpaid/non-remunerated)** and create no contractual relationship with the EU or the EU Delegation. The EU Delegation is also not in a position to provide any training grants nor to cover any of the travel, accommodation or other expenses incurred by interns.
- All internships with the EU Delegation to Indonesia are based in Jakarta.
- Interns must make transport (including travel)/accommodation/health insurance arrangement on their own and at their expenses.
- By participating in this internship programme, the intern explicitly agrees with the conditions of internship and agrees to exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of the internship and not to disclose to any unauthorised person any document or information not already made public.

5. REQUIREMENTS

To be considered for an internship with the Political, Press and Information Section of the EU Delegation, applicants **should match the following profile:**
- an **Indonesian citizen**
- have completed a minimum three years of university-level courses, preferably in communication, international relations, political science, international law or a related field
- does not have more than one year of professional experience
- excellent written and oral communication skills in English and Bahasa Indonesia
- strong writing and analytical skills
- knowledge of the workings of the European Union would be a strong advantage
- be computer and social media literate

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\(^3\) EU Delegation's Twitter account – [http://www.twitter.com/uni_eropa](http://www.twitter.com/uni_eropa)
\(^4\) EU Delegation's blog – [http://unieropajournal.com](http://unieropajournal.com)
• have not already benefited from previous in-service training or employment (paid or unpaid) with any of the EU institutions or bodies, including the EU's "Blue Book" traineeship

6. APPLICATIONS AND SELECTION PROCESS

If you wish to apply for this internship, please send:
• a motivation letter (maximum one page; in English), explaining how you best meet the profile specified above and why you are interested in an internship with the EU Delegation
• your latest CV
• a copy of your university transcript
• a copy of your identity card (KTP)
• a letter of recommendation (at least one) from a current/former lecturer or employer

Please send your application to delegation-indonesia@eeas.europa.eu

Only applications received on this mailbox will be taken into consideration.

Selection process:
After analysing the relevance of your profile, you may be invited to a brief interview with the EU Delegation, in person or by phone. Efforts will be made to provide answers to applicants within one month.

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