

JOB PROFILE	
JOB FRAMEWORK	
Job title:	Unpaid trainee
Job location:	EU Delegation in Colombia
Area of Activity:	Cooperation
JOB CONTENT	
Overall Purpose:	Assist the cooperation section with project implementation ancillary tasks, as well as support to evaluation and monitoring of development cooperation programs
Functions and Duties:	<ul style="list-style-type: none"> • Organizing meetings of donors and of donors with civil society and with government institutions • Preparing minutes of meetings • Following up on commitments taken • Preparing presentations of EU policy and international commitments on harmonization and alignment • Supporting evaluation and monitoring missions • Assisting implementation of cooperation projects • Assisting project managers with closures, amendments
JOB REQUIREMENTS	
EDUCATION AND TRAINING	<ul style="list-style-type: none"> - University degree in international relations, development cooperation, social sciences, business administration or comparable - Additional training on project management would be an asset
SKILLS	
Linguistic Skills	Excellent knowledge of English, written and spoken. French and Spanish an asset
Communication Skills	Capacity to communicate clearly, present complex matters in a simple way and draft concisely
Personal qualities	<ul style="list-style-type: none"> - Ability to listen, to consult and to share information and ideas - Commitment to assure quality, speed and accuracy in performing the duties - Ability to identify and analyse key point in verbal and numerical information - Good interpersonal skills