1. Traineeships in the EU Delegation have the following objectives:

- to provide trainees with a unique experience to make a contribution to the activities of the EU Delegation;
- to offer trainees practical experience in the multicultural, diplomatic environment of an international organisation;
- to offer trainees the possibility of applying the knowledge acquired during their studies in a concrete professional setting;
- to allow the EU Delegation to benefit from young and dynamic collaborators that bring new ideas and questions;

Trainees are placed under the supervision of a Traineeship Supervisor/Counsellor who is available to guide them during the traineeship.

2. Traineeships are aimed at:

University students (in their 3rd, 4th or 5th academic year) without professional experience (other internships are not considered as professional experience). The subject of study should be relevant to the work of the section applied for.

3. Eligibility criteria for candidates:

a. Candidates should be nationals from the EU Member States, the pre-accession States or Brazilian citizens. Exceptionally a traineeship can be offered to a national of another third country.
b. Candidates must receive a grant/scholarship from their University or another institution, to cover their living expenditures. A proof of the existence of such grant is required when applying. The trainee will also be required to have a valid sickness/accident insurance.

c. Candidates should have an excellent level of English and have a good working knowledge of Portuguese.

d. Candidates who already have done an internship in another EU institution are, in principle, not eligible for a traineeship at the EU Delegation

4. Duration of the traineeship:

The usual duration of a traineeship varies from 4 to a maximum of 6 months.

5. Working hours

In principle, the trainee will follow the same working hours as Delegation local staff, i.e. :

- From Monday to Thursday: 08h00 - 12h30 and 13h30 to 17h00
- Friday: 08h00 to 13h30

Total 37.5 horas

With possibility of flexitime.

6. Application Procedure:

Applications should be submitted in the form of a motivation letter and a CV (both in English), sent to the following mail addresses: DELEGATION-BRAZIL-TRAINEESHIP@EEAS.EUROPA.EU and the email address of the section the candidate is applying to.

Applications should be accompanied by:

- a recommendation letter and/or references
- Proof of grant/scholarship by University or other institution (see model attached)

7. Traineeship agreement:

A traineeship agreement will be signed by the trainee and his/her supervisor before the start date of the traineeship. The trainee will have to declare that there is no real or potential conflict of interest.

At least a month before the start of the traineeship period, the trainee will also have to submit written evidence that he/she has a suitable sickness/accident insurance which covers expenses occurred abroad for the duration of the traineeship. It is also highly recommended to complete guarantees offered by the insurance with specific repatriation coverage. Please note that yellow fever vaccination is recommended for Brazil.

If applicable, trainees need to request a visa.

PLEASE NOTE! No contractual or employment relationship will be established between the trainees and the EU Delegation and no remuneration or compensation will be offered for the traineeship.

8. Selection process:

Applications will be analysed by each section and pre-selected candidates will be contacted for an
interview. The EU Delegation organises its selection process in a fair and non-discriminatory way.

9. Description of main job duties by section:

**Political, Press and Communication Section:**
- Monitor political developments in Brazil and contribute to drafting political reports under the guidance of the staff of the section.
- Press and news reporting on matters relevant to the European Union.
- Collate information on European Union legislation and policies of relevance to Brazil for dissemination to the wider public.
- Assist in preparing and implementing press and information activities in Brazil, including the organization of events.
- Support the management of the Delegation's website and social media.
- Attend meetings, seminars and events and prepare related reports.
- Assist in receiving incoming missions and preparing briefings for visitors.

Email address: [DELEGATION-BRAZIL-POLITICAL@EEAS.EUROPA.EU](mailto:DELEGATION-BRAZIL-POLITICAL@EEAS.EUROPA.EU)

**Trade Section:**
- Assist in organising events and seminars for the Trade and Economic Affairs section of the EU Delegation.
- Collate information on the EU policies and regulation with relevance to Brazil for dissemination to interested parties.
- Conduct research on trade issue relating to Brazil and the neighbouring region and produce concise reports and minutes for internal use.
- Assist in compilation of statistics for use in reports and briefs.
- Assist in receiving incoming missions and preparing briefings for visitors.
- Assist in dealing with external enquires on EU regulations and policies.

Email address: [DELEGATION-BRAZIL-TRADE@EEAS.EUROPA.EU](mailto:DELEGATION-BRAZIL-TRADE@EEAS.EUROPA.EU)

**Cooperation Section:**
- Contribute to the cooperation section’s implementation of effective visibility and communication activities, namely through the dissemination of results and good practices of EU funded projects and programmes.
- Help draft and publish visibility and communication material for the Delegation’s webpage and other social media.
- Contribute to the organization and participate in the Cooperation Section’s events and activities.
- Maintain close contacts with the Delegation's other sections in the area of Press and Communication.
- Assist in the organization of a data bank of communication and visibility materials such as photographs, videos, briefings and press releases.
- Perform other tasks regarding the activities of the Development Cooperation Sector in support to EU development policies in Brazil and possibly also in Argentina, Chile, Uruguay and Venezuela, as requested by the Head of Sector.

Email address: [DELEGATION-BRAZIL-COOPERATION@EEAS.EUROPA.EU](mailto:DELEGATION-BRAZIL-COOPERATION@EEAS.EUROPA.EU)

Foreign Policy Instruments (FPI) Regional Team:
- Support the organization of the events planned by FPI Regional Team and incoming missions.
- Assist in drafting communication documents (speeches, press releases, papers and briefings) and contribute to the effective visibility and communication activities of the Regional Team.
- Attend meetings as note-taker and prepare the relevant reports.
- Support the project managers in their daily work of management of the bilateral and regional projects.
- Perform other tasks regarding the activities of the Regional Team, as requested by the Head of Section.

Email address: FPI-REGIONAL-TEAM-AMERICAS@eeas.europa.eu

**Science, Technology and Innovation (STI) Section:**

- Give suggestions for the Delegation's website about the STI sector activities and relevant themes.
- Perform studies or surveys; analyze and present results.
- Write internal communications and support the translation of documents.
- Assist in planning and coordinating events or meetings, also giving general support and helping the preparation of slide presentations.
- Provide regular updates of STI news from media and newsletters and contribute to monthly reports.
- Accompany as observer the section’s staff to meetings, give input and ideas and write minutes.
- Assist in the creation of support materials, such as charts, graphs, or other visuals.

Email address: DELEGATION-BRAZIL-SCIENCE@EEAS.EUROPA.EU

**Information Society and Digital Market (DIGITAL) Section:**

- Support the planning and organization of the events as well as other outreach and communication activities (news, social media, webpages) of the Information Society Section.
- Contribute to fact-finding about policies, programs and market developments in Brazil related to Information Society and Digital Market.
- Assist in the collection and organization of an electronic archive/repository of digital documents (including photographs, videos, briefings and press releases) about relevant activities involving the section.
- Accompany as observer the section’s staff to meetings, give input and ideas and write minutes.
- Assist in the creation of support materials, such as charts, graphs, or other visuals.

Email address: DELEGATION-BRAZIL-DIGITAL@EEAS.EUROPA.EU