



British Embassy Belgrade

26 October 2016

CALL FOR APPLICATIONS FOR BRITISH EMBASSY BELGRADE INTERN

The Policy Delivery Team of the British Embassy, Belgrade, is hiring an intern, for the period of six months, beginning in November 2016.

Terms of the internship

The intern will have an unique opportunity to:

- Learn about the programme and policy work
- Meet national and international stakeholders relevant for supporting Serbia in reform processes
- Get familiar with work in an diplomatic service

The internship will be involved in the following areas of Policy Delivery:

- Programme and project work
 - Assist the team in administrative work
 - Support the organisation of internal and external meetings
 - Support the team in the organisation of workshops, conferences, trainings or promotional events
 - Communicate with project implementers in regard to the organisation of joint events, regular reporting
 - Gathering data and analyses for thematic areas covered by Post programme work
 - Participate and represent the British Embassy at programme related meetings, if needed
- Policy work
 - Assist policy officers in gathering relevant data and analyses
 - Participate in policy related internal and external meetings
 - Support team members in preparing briefing notes and reports for the Ambassador and head of PDT team.

The internship is a voluntary educational experience, therefore no salary will be provided. However the intern will receive a small travel and subsistence stipend of €15 per day net worked, paid on the last working day of each month. Corresponding social security contributions will also be paid. The internship will be on a full-time basis.

The intern will have some access to UK Government formal and informal training opportunities and will be encouraged to make use of their internship to develop a wider set of personal skills.

The internship will not offer the possibility for extension or for permanent employment. Nor does it guarantee eligibility for a UK visa, nor the opportunity to receive one free of charge. The embassy will retain the right to terminate the internship at any time, due to dissatisfactory performance or conduct; serious breaches of security or the reasonable suspicion thereof; or a significant change in the embassy's operational needs.



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Pre-requisite requirements for applicants

No previous work experience is necessary. However strong candidates will have a demonstrable ability to learn quickly and have a grasp of, and interest in, the core concepts of international politics and programme / project work. Applicants must be literate in the use of basic Microsoft software packages, and able to familiarise themselves quickly with unfamiliar database software. Applicants must be fluent in the English and Serbian languages, both oral and written.

Applicants must be 18 years or over and eligible to register with the local Youth Association. They also must not have a criminal record or be subject to a criminal investigation. Background security checks will be made on the successful applicant.

The British Embassy is an equal-opportunities employer. We can make reasonable adjustments for applicants with disabilities.

Application process

Deadline for applications is 1700 h Monday **31 October 2016**. Please provide the following, in English language.

1. A **motivation letter** which clearly states:
 - a. Your motivations for applying for the position;
 - b. What you hope to get out of an internship at the British Embassy, in terms of personal and professional development;
 - c. Reasons you believe you would be a strong candidate for the position, with a particular focus on your skill-set.
2. A short **CV** listing your educational background and any significant work experience, and some details of your hobbies and interests.

Please do not include a photograph with your application. Applications received after 1700 h **Monday, 31 October 2016** will not be considered.

Only successful applicants will be contacted.

Successful applicants will be invited to an **interview** during the week commencing **31 October**. Applicants successful in the sift, but unable to come to the British Embassy, Belgrade during this week will not have the opportunity to interview at another time.