Funded traineeship for young graduates at the EU Delegation to Tajikistan

The deadline for submitting applications is 08/05/2024

Are you a **young graduate** interested in international relations? Are you curious to learn more about work of a diplomatic mission and how the EU Delegation represents EU interests and values in Tajikistan?

**We offer:**

A **traineeship** **of 6 months** within the Political, Press and Information (PPI) Section of the EU Delegation to Tajikistan, starting in May/June 2024 indicatively.

The Political, Press and Information Section of the Delegation of the EU to Tajikistan follows political developments in the country and contributes to EU policy-making on bilateral and regional relations, foreign and security policy, as well as human rights and fundamental freedoms. The section maintains relations with key Tajik stakeholders, support political dialogues, organises events and visits and is responsible for public communication and outreach.

The intern will be fully embedded in the work of the section, receive direct exposure to the EU activities in Tajikistan, and will benefit from a unique occasion to understand the diplomatic work of an EU Delegation in a third country.

**Main tasks:**

* Gather and monitor daily information from public sources;
* Support strategic communication on social media;
* Assist in political reporting;
* Draft background notes on variety of issues;
* Contribute to administrative and protocol tasks as required;
* Assist in preparing the daily press review;
* Attend conferences and seminars upon request and report back;
* Support organisation of public events;
* Assist in designing infographics and presentation as necessary;
* Assist the staff of the Political, Press and Information Section in their daily work, as needed.

**We look for:**

**Qualifications or special requirements:**

**Taking into account the local health and security conditions, applicants currently residing in Tajikistan will only be considered.**

* Hold a university degree in a relevant subject area (Political Science, International Relations, Economics, etc.)

**The following qualifications would be considered strong assets:**

* Communication skills (e.g. communication campaigns, outreach, events, and social media);
* Excellent English language skills;
* Good Russian or Tajik language skills;
* Team working skills and motivation;
* Excellent analytical and drafting skills;
* Ability to handle politically sensitive issues in a responsible manner;
* Tech-savviness and general ICT skills.

**How to apply?**

Candidates must apply to the e-mail address [DELEGATION-TAJIKISTAN-TRAINEES@eeas.europa.eu](mailto:DELEGATION-TAJIKISTAN-TRAINEES@eeas.europa.eu) and send the following documents:

* A detailed standard Europass curriculum vitae (**CV**) <https://europass.cedefop.europa.eu/> (CVs in other format will not be considered)
* a cover letter describing why you want to participate in a EU traineeship
* **and an application form**

**Please mention in the subject of your e-mail**: Funded Traineeship - PPI Section

# **Important information to read before applying**

**Before applying** you are requested to examine the [dedicated website](https://www.eeas.europa.eu/eeas/traineeship-delegations-european-union_en) as well as the [general eligibility criteria](https://eeas.europa.eu/sites/eeas/files/2020_website_trainees_annexe_i_update_14.07.2020_en.pdf) for a paid traineeship (Article 8 of the Decision ADMIN(2017)28 – Paid traineeship).

Each selected trainee will receive a [monthly grant](https://www.eeas.europa.eu/sites/default/files/documents/2023/ADMIN%282023%29%2052%20FINAL%20-%20Decision%20on%20grants%202024.pdf) to cover living expenses. All costs related to travels, visa, insurance, accommodation must be borne by the trainee.

Applications from non-eligible candidates will not be considered. After the evaluation of all applications, shortlisted candidates will be contacted and invited for an interview. Unsuccessful candidates will be notified by email. In case the selected candidates are not able to present the required documents, their application will be rejected.

**The traineeships can only be offered in compliance with the local legislation as well as the legislation of the country of origin.**

**Citizens from EU Member states:**

* must provide proof that they will be covered against the risk of a pandemic and the costs of repatriation;
* must hold a relevant entrance visa and / or temporary residence permit where applicable, based on the traineeship agreement, the duration of the traineeship, and in compliance with the local legislation.