



PROGRAMME FOR ADVANCED ON-THE-JOB TRAINING
For Young Professionals from CEI Member States

CALL FOR SELECTION OF THREE YOUNG PROFESSIONALS
(Liaison and External Relations, Communication, and EU Project Management)

With financing assured through the Programme for “Advanced On-the-Job Training”, supported under the CEI Cooperation Fund provided by all Member States, the CEI is launching a Call for selection of three Young Professionals from CEI Member States to assist the CEI-Executive Secretariat in Trieste (Italy) in carrying out the CEI’s institutional and EU project activities in the following areas, namely:

1. Liaison and External Relations incl. CEI Activities/Events – Ref. code **LER**
2. Communication incl. CEI Activities/Events – Ref. code **COM**
3. EU Project Management – Ref. code **EUPM**

Selected candidates will join the CEI-Executive Secretariat for the period January-December 2020. A total monthly amount of €1,650.00 will be available for each candidate*. (read carefully the ***Terms and Conditions** section at the end of the Call).

DESCRIPTION OF DUTIES

Liaison and External Relations incl. CEI Activities/Events:

- Assist in drafting documents, reports, presentations and other types of working papers for internal and/or external distribution;
- Assist in the preparation and follow up of meetings and missions;
- Support CEI activities in priority fields;
- Conduct background research on topics relevant for the CEI activities;
- Prepare background papers based on the findings of the research and their correlation with the priorities of the Organisation;
- Undertake general administrative and clerical duties.

Communication incl. CEI Activities/Events :

- Draft press releases, newsletters, texts for the website, promotional material;
- Support social media management;
- Monitor media coverage;
- Maintain an up-to-date media list;
- Assist in organising press conferences;
- Support CEI activities in priority fields;
- Conduct background research on topics relevant for the CEI activities;
- Prepare background papers based on the findings of the research and their correlation with the priorities of the Organisation;
- Undertake general administrative and clerical duties.

EU Project Management:

- Assist in the implementation of ongoing EU-funded projects;
- Assist in the development of project proposals, cost estimates and budgets, timelines and schedules;
- Undertake general administrative and project-support duties.

GENERAL REQUIREMENTS

Main qualifications:

- At least two years of relevant experience in the related area within public and private bodies, international organisations and other regional bodies as well as NGOs;
- Citizen of one of the CEI Member States (double citizenships or residence elsewhere than the country of origin should be duly reported). Preference will be given to candidates from non-EU CEI Member States¹;
- University degree from a recognised academic institution in a subject of relevance to the Call;
- Excellent knowledge of English, both spoken and written;
- Proficiency in using Microsoft Office applications, including Word, Excel, PowerPoint, Outlook.

Other Assets:

- Knowledge of Italian;
- Knowledge of another CEI language;
- Familiarity with the CEI mission and scope of action;
- Experience in interacting with public bodies and EU or National Institutions.

Required skills:

- Good team worker in an international context;
- Good self-organisation towards meeting deadlines;
- Excellent communication skills;
- Excellent analytical skills;
- Attitude towards working independently under the supervision of a team leader;
- Ability to interact with top-level management at corporate and public level;
- Strong personal motivation and commitment to achieving goals.

APPLICATION PROCESS

To apply for a post, please send:

- your CV (Europass format);
- a motivation letter (max. 1 page); and
- two reference letters

in English to the following e-mail address: info@cei.int, indicating in the subject the applicant's full name and the Reference code of the position it is applied for. The requested documents should be sent before and not later than 1 December 2019 (5 PM CET).

Please clearly specify in both your CV and motivation letter your relevant experience in the selected area and how you match the requirements.

Applications received after the expiry date or through different channels will not be eligible.

EVALUATION AND SELECTION

The CEI-Executive Secretariat will carefully assess eligible applications and will create a short-list of pre-selected candidates. Shortlisted candidates shall be contacted and invited to an interview by the Secretariat. Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews. Not selected candidates shall not be notified.

The evaluation – based on competitive merit – will be concluded and successful candidates will be informed thereof in due time.

Expected starting date: 10 January 2020.

¹ Albania, Belarus, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine.

***TERMS AND CONDITIONS**

IMPORTANT: by applying to the CEI Young Official Programme, you accept and commit to comply with the following terms and conditions:

- ✓ The training period (January-December 2020) is **not renewable**.
- ✓ The selected candidate is an **independent contractor** and shall not become a staff member or employee of the CEI and consequently shall not be covered by the CEI Staff Rules and Regulations.
- ✓ **Costs/compensation:** All costs and responsibilities related to travel, insurance, accommodation, living expenses and possible fiscal obligations must be borne by the trainees. The indicated monthly amount to be received by the trainees is to be considered as a total cost for the Organisation.
- ✓ **Visa:** Trainees are responsible for (timely) obtaining and financing any necessary visas and permits of stay in Italy.
- ✓ **Medical insurance:** Trainees are responsible for all costs arising from accidents / illness incurred during the training. Trainees must show proof of a valid major global medical insurance coverage.
- ✓ **Confidentiality:** Any and all unpublished information obtained during the course of the traineeship must be kept confidential, and trainees may not publish any reports or papers based on this information.
- ✓ Being the candidate fully aware of the **special Status of the CEI**, should he/she be a fiscal permanent resident in Italy, the indicated monthly amount is to be considered as a total cost for the Organisation, thus will be subject to various deductions, including due to the Italian Social Security system, i.e. INPS and INAIL. Moreover, he/she shall be personally responsible for his/her taxation duties as required by the Italian law.