



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

CALL FOR APPLICATIONS

In the context of the Programme “Advanced On-the-Job Training”, the Central European Initiative (CEI) is award two fellowships to Young Diplomats seconded by the Ministries of Foreign Affairs of the CEI Member States. Selected candidates will join the CEI-Executive Secretariat in Trieste (Italy) for a period of 6 months, renewable for a maximum of another 6 months. They will receive a fellowship of €1.500,00 per month.

DESCRIPTION OF DUTIES

Selected candidates will provide assistance in the framework of:

- **CEI Institutional Activities (2 positions)**

The selected trainees shall assist the Secretariat in carrying out the Organisation’s institutional activities, such as liaison with the Member States, external relations, public relations and communication, organisation of institutional high-level and expert meetings/events, preparation of strategic documents (e.g. CEI Plan of Action 2017-2020), preparation of relevant CEI documents and publications, etc.

GENERAL REQUIREMENTS

Main qualifications:

- Employed for at least 1-2 years at Ministries of Foreign Affairs of CEI Member States (e.g. Regional Initiatives Department, EU Department or Communications Department);
- Citizen of one of the 18 CEI Member States (double citizenships should be duly reported);
- Up to 32 years of age;
- University degree from a recognised academic institution;
- 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;
- Experience in PR and media relations;
- 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 the post, please send your CV (Europass format) with permission of the Personal Data Protection Code (Italian Legislative Decree n° 196/2003, June 2003), a motivation letter, two referral letters and a letter of authorization for the secondment issued by your home institution to cei@cei.int, with a copy to info@cei.int.

The application documents must be sent exclusively to the above-mentioned e-mail addresses before and not later than 1 February 2016, mentioning in the subject "Advanced Training Programme Application".

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 will be contacted and invited to an interview at the premises of the Executive Secretariat in February 2016. Not selected candidates will not be notified.

The evaluation – based on competitive merit – will be concluded and successful candidates will be duly informed thereof before the end of February 2016.

Expected starting date: 1 March 2016.