



**PROGRAMME FOR ADVANCED ON-THE-JOB TRAINING
For Young Professional from non-EU CEI Member States¹**

CALL FOR APPLICATIONS

In the context of the Programme on “Advanced On-the-Job Training”, the Central European Initiative (CEI) will award up to three fellowships to Young Professional figures from the non-EU CEI Member States. Selected candidates will join the CEI-Executive Secretariat in Trieste (Italy) for a 6-month period. They will receive a fellowship of €1.200,00 per month as a reimbursement for the living costs.

DESCRIPTION OF DUTIES

The selected trainees shall assist the Secretariat in carrying out the Organisation’s activities in the following areas:

External relations:

- Draft documents, reports, presentations and other types of working papers for internal and/or external distribution;
- Assist in the preparation and follow up of meetings;
- Organise missions of senior officials;
- Maintain and update calendars of events and missions of senior officials;
- Maintain list of institutional contacts;
- Undertake general administrative and clerical duties.

Public relations and communication:

- 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;
- Undertake general administrative and clerical duties.

Project management:

- Assist in the development of project proposals, cost estimates and budgets, timelines and schedules;
- Assist in the implementation of on-going projects;
- Undertake general administrative and clerical duties.

GENERAL REQUIREMENTS

Main qualifications:

- At least 1-2 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 non-EU CEI Member States (double citizenships or residence elsewhere than the country of origin should be duly reported);
- Up to 30 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;

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



- 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) with permission of the Personal Data Protection Code (Italian Legislative Decree n° 196/2003, June 2003);
- a motivation letter;
- two reference letters.

Please indicate clearly in both your CV and motivation letter to which of the three areas of work you apply for, i.e. external relations, public relations and communication or project management, and specify your relevant experience in the selected area and how you match the requirements.

The application documents must be sent exclusively to the following e-mail addresses: cei@cei.int and info@cei.int, mentioning in the subject "Advanced Training Programme Application" and the applicant's name. They should be sent before and not later than 30 April 2017.

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 by the Secretariat. Non-selected candidates will not be notified.

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

Expected starting date: 15 May 2017