



## CHILE DELEGATION INTERNSHIP PROGRAMME

### The DELEGATION OF THE EUROPEAN COMMISSION TO CHILE

**Offers: one *ad honorem* internship**

**Period: MARCH – AUGUST 2010**

The Delegation of the European Commission to Chile offers internship placements for university students and recent graduates to allow the opportunity to gain considerable knowledge about the European Union, its institutions, activities, legislation, statistics, and commercial relations with Chile. The internships will attain work experience in the Delegation's Trade, Press & Information Section and Operational Section. A more detailed description of the work to be carried out is provided below.

#### Terms and conditions:

- The Delegation is offering **one internship placement** for the period **March – August 2010** to be carried out during a period of six months (with a minimum of four). In exceptional cases, the dates may be changed.
- The internships are held at the Delegation office in Santiago, Chile.
- The internships are on an exclusively **VOLUNTEER basis (UNPAID)**. The intern shall receive no salary or benefit, monetary or otherwise, from the Delegation. The intern is not an employee of the Delegation.
- The intern is responsible for covering all costs related to travel, visa, accommodation, medical and accident insurance, as well as for finding suitable accommodation for the entire duration of the internship.
- Candidates should be available for full-time internships (i.e. 37.5 hours weekly, from Monday to Friday).

**Applicants who have already benefited from previous internships with any of the EU institutions or bodies for more than six weeks are not eligible.**

#### Internship section:

Interns will carry out work in support of the following sections in the Delegation:

**TRADE, PRESS & INFORMATION SECTION**

**OPERATIONAL SECTION**



### **Job Description:**

The intern(s) will carry out the following tasks:

- Prepare regular analyses of trade, economic and political events and developments taking place in Chile, and present findings to members of the Delegation, including:
  - Press analyses.
  - Participating in conferences and/or local events and subsequent reporting.
- Participate in regular reporting of the Delegation to the European Commission in Brussels:
  - Drafting reports on political, trade and/or economic issues
  - Carrying out specific studies on political, economic or trade issues
- Contribute to the implementation of the Cooperation Programmes and Projects funded by the EU in Chile.
- Participate in other activities of the Delegation:
  - Participating in presentations and conferences in different institutions (CEPAL, Ministries, Chambers of Commerce, etc). Drafting related reports.
  - Upon request, preparing and participating in meetings with EU Member States representatives (economic advisers).
- Provide assistance on all aspects of the EU-Chile trade relations. The intern may be required to perform different tasks, take notes or attend meetings with governmental agencies and prepare the corresponding minutes.
- Interns shall, upon request, contribute towards the visibility and dissemination of information products (such as brochures, etc.)

### **Who can apply:**

EU or Chilean nationals are eligible to apply.

All candidates should meet the following basic requirements:

- You should be participating in full-time university studies leading to an undergraduate degree or postgraduate degree, or have recently graduated. Preferably economics/business administration and/or political science majors. The internship should contribute towards obtaining the necessary degree.
- You should have good computer skills (at user level), especially with spreadsheets, and basic knowledge of statistics.
- Since the main working languages in the Delegation are Spanish and English, you must have excellent command of both languages (spoken and written). Good knowledge of French is a plus.
- You must prove that you are covered by a medical and accident insurance valid for the duration of the internship.
- You will preferably be under the age of 30.



### **How to apply:**

Applications must include the following:

- ⇒ Cover letter stating the reasons for applying for an internship at the European Commission and how you will contribute to our work.
- ⇒ CV
- ⇒ Formal study certificate from the university attesting continued enrolment at a university and courses undertaken, together with a certificate of any previously achieved degree.
- ⇒ Certificate from the university stating that the internship is necessary to fulfil professional training requirements for the degree.

Internship applications must be sent to the Delegation in Santiago, via e-mail to Ms Carolina Silva: [Carolina.silva@ec.europa.eu](mailto:Carolina.silva@ec.europa.eu) or by fax at number: (+56-2) 335.17.79.

### **Deadline:**

Internship applications should be received by **23 October 2009**

The Delegation shall answer all applications.

### **Successful applicants:**

Once selected, the successful candidate will be required to provide certified copies and if necessary, certified translations of the following documents:

- Passport or identity card, stating surname, first name, date and place of birth, and nationality. The spelling of the surname, first name and nationality must be the same as those declared in the application form.
- Photocopy of the visa.
- Attestation of a Health Insurance, valid for the duration of the internship period.
- Attestation of an Accident Insurance, valid for the duration of the internship period.
- To sign an agreement.

Failure to submit all requested documents could invalidate the application.