

The European Union Delegation to Myanmar is looking for motivated, creative, curious and driven students to join our team as trainees starting as soon as possible.

The European External Service has a long tradition of offering traineeship opportunities for University students in the EU Delegations around the world.

Traineeships are essentially established for the benefit of students. It is an educational project that does not foresee any contractual or employment relationship with the Delegation.

Who can apply?

Traineeships are addressed to:

1/ students from local universities, who undertake a compulsory or recommended training period as part of their course and are already residing in Myanmar

2/ students coming from abroad, receiving financial support from a University or another public Institution

Please note that the costs related to the traineeship (accommodation, visa, health insurance) are to be covered by the above mentioned public funding.

Candidates should be in their **3rd, 4th, or 5th academic year**. The traineeship programme is foreseen for candidates with no professional experience. Other internships are not considered as professional experience.

The EEAS wishes to offer to as many people as possible the opportunity of training. Therefore, applications will not be accepted from candidates who have already benefited or benefit from any kind of training (formal or informal, paid or unpaid) within an EU institution

Candidates should be nationals from the EU Member States, pre-accession States or Myanmar nationals.

What skills do we expect?

- Knowledge gained during university studies in a relevant field (economics, law, political science, international relations, international development)
- Excellent analytical, communication and drafting skills in English
- Excellent computer literacy
- Knowledge of the functioning and policies of the European Union; basic knowledge of and interest in the work of the European Union in Myanmar
- Willingness and ability to work in a multicultural environment

- Specific interest in Myanmar or Southeast Asia would be an asset

We currently offer:

2 trainee positions in the Political, Press and Information Section for a maximum duration of 6 months

Under the general guidance and supervision of a senior staff member, trainees in the Political, Press and Information Section will:

- Draft political analyses and reports on Myanmar, including coverage of current domestic political development, the peace process, the human rights situation in the country, as well as regional issues related to ASEAN;
- Attend meetings with EU member states representatives, political interlocutors, non-governmental organisations etc and take notes;
- Draft reports, briefing notes or background analyses on specific occasions, such as high-ranking official visits, Head of Delegation missions, political negotiations or conferences, etc.
- Contribute to the preparation of meetings and conferences;
- Contribute to the production of publications;
- Assist with the Delegation's press and communication activities, including compiling daily press reviews, drafting press releases and upkeep the delegation's digital media presence;
- Assist with the day-to-day administration of the section.

Candidates should send a CV, cover letter and confirmation of their sponsorship to DELEGATION-MYANMAR-POLITICAL-SECTION@eeas.europa.eu **before 15 November 2017** with "Traineeship application – Political Section" in the subject line

2 trainee positions in the Development Cooperation Section

Under the general guidance and supervision of a senior staff member, trainees in the section will:

- Conduct research related to the EU development project portfolio in Myanmar, mainly on the areas of the Multiannual Indicative Programme for Myanmar (Rural Development, Education, Governance and Peace-building);
- Contribute to the preparation of reports, studies, briefing notes or background analyses on specific occasions or subjects (visit of high-ranking officials from HQ, political negotiations or conferences, etc);
- Provide support on the full project cycle management, and in particular to the design, supervision and monitoring of EU-funded development interventions in Myanmar;
- Assist with the formulation of new projects and the preparation of guidelines, calls for proposals, contracts and grant agreements in the case of competitive processes;
- Attend meetings with donors and implementing partners;
- Contribute to the preparation of workshops, seminars, conferences and other public events, and support visibility and communication activities;

➤ Contribute to the production of publications.

Candidates should send a CV, cover letter and confirmation of their sponsorship to DELEGATION-MYANMAR-COOPERATION@eeas.europa.eu **before 15 January 2018** with "Internship application – Cooperation Section" in the subject line.