



Call for Applications

Internship within the European Commission for Young Roma University Graduates in cooperation with the Open Society Foundations

Submission deadline: January 3, 2012

Following an agreement with the European Commission, the Open Society Roma Initiatives are pleased to offer **5 five-month internships beginning on March 1, 2012** for young Roma university graduates from all new EU member states (excluding Cyprus and Malta), Croatia, F.Y.R.O.M, Serbia, Kosovo, Montenegro and Bosnia and Herzegovina.

The training period involves work experience in one of the Commissions' Directorates-General.

The internship has the following main aims:

- To give Roma interns a general idea of the objectives and problems of European integration
- To provide them with practical knowledge of the working of the Commissions' Directorates-General
- To enable them to acquire personal experience by means of the contacts made in the course of their everyday work
- To enable them to enrich and put into practice the knowledge they have acquired during their studies or professional careers
- To promote the active citizenship of young Roma in Central and Eastern Europe by exposing them to advocacy and community service work.

Profile of interns:

Nationals from all new EU member states (excluding Cyprus and Malta), Croatia, F.Y.R.O.M, Serbia, Kosovo, Montenegro and Bosnia and Herzegovina who are of Roma origin.

- Candidates should demonstrate willingness to return to their home country after the internship and complete a community-based service project.
- Applications from women are encouraged.
- Candidates must have completed a course of university education and obtained a full degree or its equivalent (for minimum national education qualifications required, see

Annex 1) by the closing date for applications. Applications are only accepted if they are accompanied by a photocopy of the candidate's degree certificate (or, in the absence of this document, an official statement from the university confirming the degree result; see Annex 2 for list of university degrees sought by the EC services).

- Preference will be given to candidates with proven experience in civil society work.
- Working knowledge of at least English or French, and the ability to draft reports in one of these languages. Other languages would be appreciated.
- Basic computer literacy.
- The maximum age for interns is 25. However, the Selection Committee may, if there is a good reason, make exceptions to this age limit at the candidate's request (in which case, a cover letter should be submitted with the application form). As the Commission's in-service training program addresses young graduates at the beginning of their careers, this age limit should not be considered to be discriminatory.
- The internship scheme at the Commission is open to candidates who have not yet benefited from in-service training in another European institution or body.

Time frame:

Period: Five-month internship

Starting date: March 1, 2012

Orientation: Orientation is a one or two-day event organized prior to the beginning of the internship in Brussels. (Interns will receive further information.)

Note: Candidates should only apply if they seriously intend to take up the offer of an internship within the European Commission. Notification of withdrawal from the program after selection is unacceptable as it precludes others from this opportunity and is a source of inconvenience to both the Open Society Foundations and the European Commission.

Working conditions:

- Health and accident insurance is compulsory and must be obtained by the selected intern before the start of the internship. The grant from the Open Society Foundations will include the cost of health and accident insurance for 5 months.
- Relevant infrastructure (office space, computer, etc.) will be provided by the European Commission.
- Each intern will be assigned a supervisor.

In-service scheme description:

- Job description will be provided by the senior official (supervisor) to whom the intern will be assigned during the period of his/her in-service training. The supervisor will follow the intern's work. The intern is expected to participate in all the tasks of the team. The type of work will be equivalent to that of a junior executive-grade official, e.g. compiling information and documentation, organising working groups, forums, public hearings and meetings, preparing reports and replying to queries, participation in team meetings, filing, linguistic revision of texts, etc.
- The internship will give an opportunity to become acquainted with /involved in the activities related to Romani issues within the respective Directorate-General.

Open Society Foundations requirements:

- While in the European Commission, the interns are required to organize a Roma-related awareness-raising event. The Open Society Foundations will provide support should the interns need any. Interns are encouraged to identify support from other parties as well. Interns are required to submit a report following the event.
- After the end of the internship, the participants are expected to return home to complete a community-based service project in their own community. The Open Society Roma Initiatives will provide training and individual guidance about the community-based service project.

Practical information:

- Trainees must hold upon their arrival proper permit/visa in relation to their country of origin as required by the Belgian authorities for a 5-month tourist stay. Trainees from Non-EU countries must send the exact amount of the visa costs immediately after they are selected.
- Accommodation expenses are included in the grant from the Open Society Foundations. The interns must arrange accommodation themselves; however, the Open Society Foundations might assist the interns in finding suitable accommodation. The European Commission will provide them with basic information and guidance at the beginning of the internship.

The internship grant:

Financial assistance for the internship is provided by the Open Society Foundations. The 5-month internship grant covers:

- Travel expenses to and from Brussels will be organized and covered by the Open Society Roma Initiatives (using the cheapest available means of transportation). Actual travel expenses will be covered by the Foundations up to a maximum of 600 Euro.
- Accommodation, subsistence, health and accident insurance: 6,500 Euro (1,300 Euro/month).

Note: The European Commission is not involved in budget management or in making the relevant payments in relation to this program.

Application:

Please send your application (using the attached application form) by e-mail or via fax by **January 3, 2012.**

E-mail: ec_internship@osi.hu

Fax: +361 882 3841

Please find below 2 Annexes with detailed information about the requirements and selection procedures for the European Commission Internship.

ANNEX 1

Required application documents:

1. Completed application form in English or French
- 2) Copies of all the university degrees/diplomas obtained and declared in the application (for candidates who have completed their degree course but who have not yet received an official degree certificate, a formal official statement from university confirming the degree result is sufficient)
- 3) Europass CV. You can download the Europass CV template at: <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>
- 4) Certificates and/or declarations for all work experience declared in the application and CV
- 5) Reference/recommendation letters about work experience in Roma civil society declared in the application and CV
- 6) Personal Essay #1 (follow the guidelines provided in the application form)
- 7) Personal Essay #2 (follow the guidelines provided in the application form)
- 8) Proposal for a small community-based service project (guidelines are provided in the application form)

Please note that all the requested documents are obligatory and if any of them is missing your application would be incomplete and disqualified.

If any of the above-mentioned documents is not written in one of the Community languages (see '[The Official Community languages of the European Union](#)' - please note that Latin is not a Community language), it is imperative to include a translation into English or French with the copy of the document.

The candidate must ensure that his/her application is **complete** at the time of posting.

Attention

- Candidates should not send originals of their diplomas, etc.
- It is not necessary at this stage to send the original authenticated copies of diplomas or of translations. Once selected, candidates may be required to provide certified copies of diplomas and, if necessary, certified translations.
- Copies of PhD theses, or other publications or studies that the candidate has published or has been involved in publishing, should not be attached.

Selection Process:

Selection is based on the profile of the candidate. Applications will be reviewed only if all required documents listed above are sent by the deadline. The number of places per internship round is five. There are two rounds per year: March and October.

Participant selection is conducted in several stages. Full applications will be reviewed and evaluated by a Selection Committee formed by representatives of the Open Society Roma Initiatives. Short-listed candidates are invited for an interview conducted by the Selection Committee members. Following the interview evaluations, information about the five selected candidates is sent to the European Commission for final placement within its Directorates-General. Interns cannot determine their own placements within the Commission. They must wait for a Commission official to contact them and offer them a placement. Once interns are offered a place in the Commission, they are required to inform the Open Society Roma Initiatives.

Selected candidates must attend a one or two-day orientation meeting in Brussels organized by the Open Society Roma Initiatives prior the beginning of the internship.

ANNEX 2:

Minimum required education:

First Cycle Higher Education Qualifications¹

Bulgaria	Bakalavar
Bosnia and Herzegovina	Visoka strucna sprema and BSc/BA
Croatia	Preddiplomski
Czech Republic	Bakalar (Bc.)
Estonia	Bakalaureusekraad or equivalent
F.Y.R.O.M.	Visoko Obrazovanje
Hungary	Főiskolai oklevél
Kosovo	Bachelor
Latvia	Bachelor degree or equivalent
Lithuania	Bakalauras or equivalent (university HE) Non university - Higher education qualification (non university HE)
Montenegro	Visoko Obrazovanje
Poland	Licencjat – Inzynier
Romania	Licenta
Serbia	Završene dodiplomski studije
Slovakia	Bakalar (Bc.)
Slovenia	Visokosolska diploma
Turkey	Lisans

¹ Situation as of 1 August 2004