

Traineeship Programme Terms of Reference for the Youth Cooperation Programme

Deadline for application: 16th November 2018

Training Period: 7th February – 7th July 2019 (5 months)
Location: Lisbon, Portugal
Department: Youth Cooperation Programme

Under the authority of the Executive Director and the supervision of the responsible person for the Youth Cooperation Programme, the trainee will contribute to the [North South Centre's Youth Cooperation Programme](#) by assisting to the preparation, implementation and reporting of the different initiatives and activities at an international level.

Purposes of the traineeship (Article 2: Rule No. 1345 of 23 April 2012 on traineeships and study visits in the Council of Europe Secretariat)

1. A traineeship enables the trainee to gain a general overview of the Organisation's activities, objectives and work.
2. A traineeship gives the trainee the opportunity to supplement the knowledge acquired through his or her studies or work and to put that knowledge to practical use.
3. A traineeship is intended to promote European integration, enabling the trainee to work in a multicultural and multilingual environment where the values of the Council of Europe are respected.

Conditions:

The internship is unpaid, however, the North-South Centre guarantees medical and accident insurance during the traineeship period.

Full-time position (7h45min working hours per day) from Monday to Friday.

The Trainee is entitled of two days/month of leaves.

Requirements:

- **Nationality:** be a citizen of one of the [member states of the North-South Centre](#) and/or the [Council of Europe](#).
- **Education:** successful completion of at least three years of university studies;
- **Language:** good knowledge of the Council of Europe's official languages: English **and** French.
- **Skills:**
 - a. Good writing skills: ability to write briefing papers, reports and other official documents.
 - b. Capacity to work using the MS Office suite, with specific competence in Excel.
 - c. Ability to conduct comprehensive research via internet.
 - d. Experience in the youth-sector or in activities organized by the North South Centre would be beneficial but is not essential.

Main Duties:

- Assist in the preparation, implementation and follow-up of activities (conference, training courses etc..)
- Support the production and translation of reports, publication and working documents.
- Collect and systematize relevant data and information.
- Contribute to update the Youth Cooperation webpages, the management of the social media tools and to the overall communication strategy of the programme.
- Participate in other activities related to the permanent processes of the NSC in collaboration with the NSC team.
- Assist in other tasks to be identified by the supervisor and the trainee.

Main Activities to support:

Activity & Description*	Key Tasks:
<p>1) 7th Mediterranean University on Youth and Global Citizenship (MedUni)- June 2019, Tunisia</p>	<ul style="list-style-type: none"> - Disseminate the events and the related opportunities (ex: call for participants). - Research new interested stakeholders and engage with youth platforms. - Deal with participants (prepare lists, support visas processes, collect and verify documents, create google forms)
<p>1) <u>Training Course on Youth Participation for Peace and Security.</u> <i>in the framework of the 7th edition of MedUni</i> June 2019, Tunisia</p>	<ul style="list-style-type: none"> - Collect information for the reports (statistical data, evaluation forms, images, media coverage) -Draft institutional documents (invitation letter and event presentations and info-pack). - Deal with logistical arrangements.
<p>3) <u>Quadriologue seminar on youth participation for peace and security in the Euro-Mediterranean region.</u> <i>in the framework of the 7th edition of MedUni</i> June 2019, Tunisia</p>	<ul style="list-style-type: none"> - Support the coordination/pedagogical teams for issues related to programmes and contents of the activity.
<p>4) <u>Experts Database and Alumni network</u> Update the information about resource persons and previous participants and set up a community to get engaged with.</p>	<ul style="list-style-type: none"> - Systematize archives and gather data - Contacts previous participants and partners. - Monitor follow- up activities. - Create databases.
<p>5) <u>Communication, on-line researches and Social media</u></p>	<ul style="list-style-type: none"> - Perform on-line researches. - Prepare contents (including infographics) for website and social media. - Monitor the social media engagement. - Get in touch with followers.

*The trainee will not necessarily follow the activities on-spot when those are happening outside the Lisbon's office.

Main learnings outcomes:

- Planning and implementation of international youth events.
- Planning and implementation of youth capacity building programmes.
- Internal procedures of an international organization.
- International youth cooperation policies and practices.
- Strategies of institutional communication.
- Global Education approach and youth work.
- Values and work of the Council of Europe, in particular the North-South Centre.

Competences' framework of the traineeship:

- Intercultural sensitivity in a multicultural working environment
- Personal skills such as assertiveness, personal efficiency and active listening
- Problem-solving and Team work
- Language and public speaking
- Planning, project management and events' organisation
- Reporting, writing skills and institutional communication
- Research and analytical skills

On completion of their traineeship, trainees receive a certificate stating the duration and the department in which it was carried out.

How to apply:

Fill the [online application form](#) (*Note: the on-line form is the same for all the NSC traineeship opportunities, to apply for the youth programme it has to be chosen the relative option*)
Send the **CV** and **Motivation Letter** at nsc_traineeships@coe.int
with the subject: SURNAMENAME _Youth

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Only short-listed applicants will be notified for an interview.

Useful links:

- [NSC Report of Activities 2017](#)
- [NSC Programme of activities 2018](#)
- [Global Education Guidelines](#)
- [19th University on Youth and Development 2018 \(UYD\) presentation](#)
- [6th MedUni 2018 presentation](#)
- [iLEGEND presentation](#)
- [Youth Cooperation Facebook page](#)