



JOB DESCRIPTION

Position: Internship - Project Assistant (6 month placement)

Location: Paris

Vacancy Start date: June 2015

ECFR (The European Council on Foreign Relations) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. www.ecfr.eu

Job profile

The main focus of this internship will be to provide support for the Asia & China programme flagship initiative for 2015 on India. The successful candidate will provide logistical support to include; organising a research trip and a study trip for a group of European decision-makers and working on publications related to this project. There will also be an opportunity to provide research on India's domestic issues and foreign policies. The Intern-project assistant will also support the programme's advocacy and outreach activities in different European countries.

Main responsibilities

- Work with the programme coordinator to organise two trips to India for a selected group of European decision-makers (coordination of agenda, travel schedules, bookings, and logistical aspects on the ground).
- Identify relevant policy, advocacy and think-tank contacts and contribute to the development of the programme's network in Europe and in India.
- Provide some research on India's domestic issues and foreign affairs.
- Assist to develop the programme's contact database.
- Support the Programme coordinator in the advocacy and outreach activities organised in Europe and Asia.
- Work with the Programme coordinator to ensure work is completed in an effective and timely manner.

Person specification

- Highly organised individual with strong attention to detail.
- Able to work as part of a small team but confident working as part of a wider multinational group.
- Excellent interpersonal and communication skills, fluent in written and spoken English essential.
- Able to work under own initiative.
- Experience of project management desirable.
- Proficient use of MS Office in particular word and excel.
- Able to manage multiple priorities, work towards demanding deadlines, and under pressure.

TO APPLY:

Please send a one-page covering letter (with ref: InternPA15 in the subject line) and your CV to:
recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

Closing date for applications: Wednesday 27th May 2015 at 9.00am

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful on this occasion.

STRICTLY NO AGENCIES PLEASE

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