



PROGRAMME FOR ADVANCED ON-THE-JOB TRAINING For Young Professionals from CEI Member States¹

CALL FOR SELECTION OF THREE YOUNG PROFESSIONALS (Office Administration, Liaison, Policy Research)

With financing assured through the Programme for “Advanced On-the-Job Training”, supported under the CEI Cooperation Fund provided by all Member States, the CEI is launching a Call for selection of three Young Professionals - from the CEI Member States - to assist the CEI-Executive Secretariat in Trieste (Italy) in carrying out the CEI’s activities in the following areas, namely:

1. Office Administration – Ref. code **OA**
2. Liaison – Ref. code **LI**
3. Policy Research – Ref. code **PR**

Selected candidates will join the CEI-Executive Secretariat for a period of 12 months. They will receive an amount of €1,650.00 per month² as a reimbursement for their living costs.

DESCRIPTION OF DUTIES

1. Office Administration

- preparing official correspondence;
- manage agendas/travel arrangements/appointments etc.;
- support services for official missions and visits;
- administrative tasks, such as day-to-day practical work in the office, filing and other necessary tasks.

2. Liaison

- preparing official communication and coordinating the relationship with various institutions in the CEI Member States and international organisations;
- prepare the groundwork for activities and programmes;
- draft a variety of documents, such as briefing reports, speeches, statements, talking points, minutes of meetings and background papers;
- attend, on an ad hoc basis, official meetings and other informal meetings, and follow up the decisions taken;
- administrative tasks, such as day-to-day practical work in the office, filing and other necessary tasks.

1 Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Macedonia, R. Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Ukraine

2 The selected candidate is an independent contractor and shall not become a staff member or employee of the CEI and consequently shall not be covered by the CEI Staff Rules and Regulations. Being the candidate fully aware of the special Status of the CEI, should he/she be a fiscal permanent resident in Italy, the above-mentioned monthly compensation will be subject to deductions due to the Italian Social Security system, i.e. INPS and INAIL. Moreover, he/she shall be personally responsible for his/her taxation duties as required by the Italian law.

3. Policy Research

- conduct background research on topics relevant for the CEI activities;
- prepare regular reports based on the findings and their correlation with the priorities of the Organisation;
- assist in the identification of possible new priorities based on the findings;
- draft a variety of documents, such as speeches, statements, talking points, presentations, background papers;
- administrative tasks, such as day-to-day practical work in the office, filing and other necessary tasks.

GENERAL REQUIREMENTS

Main qualifications:

- At least two-three years of relevant experience in the related area within public and private bodies, international organisations and other regional bodies as well as NGOs;
- Citizen of one of the non-EU CEI Member States (double citizenships or residence elsewhere than the country of origin should be duly reported);
- University degree from a recognised academic institution in a subject of relevance to the Call;
- Excellent knowledge of English, both spoken and written;
- Proficiency in using Microsoft Office applications, including Word, Excel, PowerPoint, Outlook.

Other Assets:

- Knowledge of another CEI language;
- Familiarity with the CEI mission and scope of action;
- Experience in interacting with public bodies and EU or National Institutions.

Required skills:

- Good team worker in an international context;
- Good self-organisation towards meeting deadlines;
- Excellent communication skills;
- Excellent analytical skills;
- Attitude towards working independently under the supervision of a team leader;
- Ability to interact with top-level management at corporate and public level;
- Strong personal motivation and commitment to achieving goals.

APPLICATION PROCESS

To apply for a post, please send:

- your CV (Europass format);
- a motivation letter; and
- two reference letters

in English to the following e-mail address: info@cei.int, indicating in the subject the applicant's full name and the Reference code of the position it is applied for. The requested documents should be sent before and not later than 25 January 2019 (5 PM CET).

Please clearly specify in both your CV and motivation letter your relevant experience in the selected area and how you match the requirements.

Applications received after the expiry date or through different channels will not be eligible.

EVALUATION AND SELECTION

The CEI-Executive Secretariat will carefully assess eligible applications and will create a short-list of pre-selected candidates. Shortlisted candidates will be contacted and invited to an interview by the Secretariat. Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews. Non selected candidates will not be notified.

The evaluation – based on competitive merit – will be concluded and successful candidates will be informed thereof in due time.

In lack of necessary qualifications presented by the candidates, but retained crucial, the CEI-Executive Secretariat reserves the right not to assign a fellowship in one of the above-mentioned areas.