

Internship Opportunity

Office of the Northern Ireland Executive in Brussels (Ref.BRU09/2016)

The Office of the Northern Ireland Executive in Brussels (ONIEB), established in 2001, has served as a focal point for liaison between the Northern Ireland Executive and the Institutions of the European Union in promoting the Administration's interests in areas of policy, legislation and funding. The office is part of the wider family of the UK Permanent Representation to the European Union and is now looking for two recent graduates for a full time internship opportunity. Visit www.brusselsni.com or [@BrusselsNI](https://twitter.com/BrusselsNI) for more information.

The contract will be for a minimum of one year with a starting date to be discussed between the parties (one post in November 2016 and one post likely to commence May 2017). This is a good opportunity to develop your skills and to gain experience in a diverse work area, working in the heart of Brussels' EU Quarter.

Main Duties / Responsibilities

- Providing general administrative support to a diverse team including (but not limited to): procuring supplies, taking minutes, assisting with diary management, maintaining databases, greeting visitors, covering office reception and telephone;
- Working with the Events Manager and other staff to organise a number of events and official visits to Brussels, including assisting with the practical arrangements, maintaining all meeting rooms and on occasion working in the evening;
- Producing web content and maintaining office website and Twitter account;
- Providing cover for assistance to the Head of Office;
- Assisting with some policy-related activities including desk-based research, attending seminars and taking notes.

Required Qualifications & Skills

Essential

- A college / university level degree in any subject at the time of taking up post;
- Fluent command of English (oral and written);
- Strong IT skills - familiarity with Microsoft Office and internet search engines;
- Confident and professional in communicating with people at all levels.
- Demonstrated ability in the following key FCO competences: Seeing the Big Picture, Managing a Quality Service, Collaborating and Partnering, Delivering at Pace.

Desirable

- Knowledge of Northern Ireland affairs;
- Knowledge of French or another European language would be an advantage;
- Experience of working in an office environment;
- Experience of social media and Wordpress or other website software.

You will gain

- Organisational skills, the ability to plan and prioritise tasks;
- Experience of working in a team;
- Experience of working in an office environment and using office equipment;
- Various training opportunities in Brussels, tailored to individual needs;
- Ability to solve problems and pay attention to detail;
- Understanding of the European Union and Northern Ireland affairs;
- Experience of living and working in Brussels;
- Website and social media skills.

Terms and Conditions

This is a full-time fixed-term contract for the period of 12 months for 5 working days (36.25 hours net) per week.

The successful candidates will be subject to security clearance.

The monthly salary for this position is **€ 1815.55** (The British Diplomatic Missions in Belgium salaries are not subject to annual indexation).

Please note that Belgian nationals will be paid their salary gross and are expected to comply with their tax obligations through completion of a tax return to the Belgian authorities. Non-Belgian nationals will receive their salary net, minus the deduction of an equivalent level of Belgian tax retained at source. Further information on this will be given to candidates during the recruitment process.

Staff recruited locally by the British Diplomatic Missions in Belgium are subject to Terms and Conditions of Service according to local Belgian employment law.

Requirements

- Third party liability insurance which is often supplied by the Academic Institution (when applicable) to cover the intern in the event they are injured on the premises or damage property;
- Proof of medical coverage for the period of the internship (European Health Insurance Card);
- Be a minimum of 18 years old.

Applications

All applicants should have the right to live and work in Belgium. The British Diplomatic Missions in Belgium does not sponsor work permits.

All applicants should submit the **Internship Application Form** available on the [BrusselsNI](#) website completing all sections and using the 'Supporting Statement' box to explain clearly the motivation, skills and experience you could bring to this role.

Applications should be sent to corinne.becquevort@executiveoffice-ni.gov.uk and the email subject line must be formatted as follows: **BRU09/2016**

The closing date for applications is **25th September 2016**.

Interviews will take place early October 2016, in Belfast.

Kindly note that your application will only be considered if:

- 1 Your application has been sent within the time frame requested
- 2 Your application documents are fully in English
- 3 Your applications documents are in pdf format

Please note that, because of the volume of applications we receive, we will only contact candidates selected for interview. If you do not hear from us you should assume that your application has not been successful.

Please be advised that the British Diplomatic Missions in Belgium will not be able to meet the travel costs incurred when travelling to the interview, nor the costs connected with relocation if offered a job.

British Diplomatic Missions are equal opportunities employers, dedicated to inclusivity, a diverse workforce and valuing difference.