



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

CALL FOR SELECTION OF THREE YOUNG PROFESSIONALS
(External Relations, Public Relations & Communication and Project Management)

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 non-EU 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. External Relations – Ref. code **ER**
2. Public Relations & Communication – Ref. code **PRC**
3. Project Management – Ref. code **PM**

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

External Relations:

- Draft documents, reports, presentations and other types of working papers for internal and/or external distribution;
- Assist in the preparation and follow up of meetings;
- Organise missions of senior officials;
- Maintain and update calendars of events and missions of senior officials;
- Maintain list of institutional contacts;
- Undertake general administrative and clerical duties.

Public Relations & Communication:

- Draft press releases, newsletters, texts for the website, promotional material;
- Support social media management;
- Monitor media coverage;
- Maintain an up-to-date media list;
- Assist in organising press conferences;
- Undertake general administrative and clerical duties.

Project Management:

- Assist in the development of project proposals, cost estimates and budgets, timelines and schedules;
- Assist in the implementation of on-going projects;
- Undertake general administrative and clerical duties.

¹ Albania, Belarus, Bosnia and Herzegovina, Macedonia, R. Moldova, Montenegro, Serbia, 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.

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 Italian;
- 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 18 June 2018 (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.

Expected starting date: as of 1 September 2018.