



**PLATFORMA**  
The European voice of **Local** and  
**Regional** authorities for development

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for development**

**Policy internship**

Brussels, November 2016

## PLATFORMA offers a Policy internship (EN/FR)

**Role:** support two colleagues who intensively monitor European Development Policy, facilitate exchanges and guarantee visibility of the PLATFORMA network. The intern will also work with other colleagues in the secretariat, he/she will work under the supervision of the PLATFORMA Director - Policy:

### Main activities: Support PLATFORMA policy work

- Monitoring of the EU development policy;
- Following meetings of the DEVE and AFET Committees of the European Parliament, write summary reports;
- Monitor Europe-AID project website, analyse potentially relevant programs, calls for proposals for PLATFORMA network and support accurate communication within the network;
- Develop and update timelines for Policy Work streams;
- Update the database of relevant members of the European Parliament;
- Analyse Member state positions relevant for PLATFORMA work, screen COREPER activities, create detailed contact list of COREPER + engage PLATFORMA partners to identify existing or potential links;
- Assist organization of events: development of content, briefings and logistics;
- Assist in knowledge management for the whole team: server structure, backlog databases, collection of monitoring data.

Other tasks may be required to support the daily work of the whole PLATFORMA secretariat.

### Skills and qualifications

- Knowledge of EU institutions, current affairs and international development cooperation;
- An understanding and sensitivity to development cooperation;
- Ability to use IT tools and software such as Word, Excel;
- Native level of French or English with excellent knowledge of the other language. Knowledge of other European languages is a plus;
- Excellent writing skills;
- Ability to organise your work to contribute to the monitoring and administration of PLATFORMA's work;
- Ability to work effectively as a team member in a multicultural and multilingual environment;

### Additional information about the traineeship

- Start of the traineeship: as soon as possible from 15 January onwards.
- Not remunerated; PLATFORMA will pay €8 per working day for meals and the public transport commuting costs within Brussels upon presentation of the STIB/SNCB card;
- 38 hours per week: 9am-6pm Mondays to Thursdays; 9am-4pm on Fridays
- 3-month traineeship minimum
- Training agreement (convention de stage) with the university/school compulsory

### How to apply:

- Please send a cover letter and CV (one written in English, the other in French), stating why you are interested in this position and what you can bring to the work of PLATFORMA in the areas mentioned above.
- Please send your application by email to [application.platforma@cce-cemr.org](mailto:application.platforma@cce-cemr.org)
- **The deadline to apply is 12 December 2016.**
- Interviews will be scheduled in the week of 19 December and can be done by Skype if the candidate is not in Brussels.

## About PLATFORMA

Since its creation in 2008, PLATFORMA has been the voice of European local and regional governments active in decentralised cooperation – the town-to-town, region-to-region development cooperation, closer to citizens and more effective.

PLATFORMA's role is to increase recognition of the work of local and regional governments in international cooperation, deepen the dialogue with European institutions and promote effective decentralised cooperation for the development of partner countries.

In 2015, PLATFORMA signed a Strategic partnership with the European Commission Directorate-General for International Cooperation and Development (DG DEVCO), whereby signatories commit to take actions based on common values and objectives to tackle global poverty and inequality, and to promote democracy and sustainable development.

PLATFORMA has around 30 members representing more than 100.000 local and regional governments: national, European and international associations, as well local and regional governments.

The Secretariat of PLATFORMA is hosted by the Council of European Municipalities and Regions (CEMR) (more information on [www.ccre.org](http://www.ccre.org)).