Funded traineeship for young graduates

at the EU Delegation to the Republic of Korea

*The European Union (EU) has a long tradition of offering traineeship opportunities in EU Delegations around the world. Traineeships are essentially established for the benefit of students and young graduates. It is an educational project that does* ***not*** *foresee any contractual or employment relationship with the Delegation.*

**A Funded traineeship for young graduates (with less than one year of professional experience) of up to 6 months** within the Trade Section/ Political, Press and Information Section – SOCIAL MEDIA / Political, Press and Information Section-POLITICAL of the EU Delegation to the Republic of Korea, starting in March 2020.

**Objectives of traineeships**:

Traineeship in EU Delegations should have the following main objectives:

* To provide trainees with a unique experience about the daily work of an EU Delegation while learning about the representation of the EU interests and values outside of the EU;
* To offer trainees the possibility of discovering directly the multicultural, multilingual and multi-ethnic working environment of a Delegation;
* To offer trainees the possibility of applying the knowledge acquired during their studies or their early professional life;
* To create a group of young people with direct experience in the work of the EU outside of its borders and who could become future collaborators of the EEAS or other EU Institutions;

**Who can apply?**

**Nationality**

Depending on a specific pillar, traineeships in EU Delegations are open to:

* EU citizens
* citizens from candidate countries that have concluded EU accession negotiations
* nationals of the host country

**Diploma**

For funded traineeships, applicants must have graduated from a university or equivalent higher-education establishment with at least a Bachelor's level

**Languages**

In order for the trainee to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have the capacity to speak in the working language of the EU Delegation. Knowledge of the official language of the host country would be an asset.

**Previous experience in the EU Institutions**

Please note that applications will not be accepted from candidates who have already benefited from any kind of training (paid or unpaid) or employment for more than 6 weeks within an EU institution, body, agency or office.

**Available Sections**

**<Trade Section>**

The Trade Section contributes to the work of the Delegation in pursuing the EU's policies in all areas, promoting and protecting the EU's interests and values as well as promoting the visibility of the European Union.

In addition to monitoring, analysing and reporting regularly to Headquarters on internal and regional economic and trade developments, the Section covers other policy areas such as transport and innovation. The Section also provides support to visitors from EU institutions as well as providing briefing dossiers, speeches, statements, press releases and articles, as requested.

**Main tasks:**

* research and analysis of information;
* draft press digests and information bulletins, analytical reports on various policy developments in the Republic of Korea;
* attend and participate in meetings, cultural and visibility events, seminars and conferences in the Republic of Korea and draft reports;
* support the Section in the preparation of visits, missions and meetings as well as follow-up action.

**<PPI Section - SOCIAL MEDIA>**

The Political, Press and Information Section contributes to the work of the Delegation in pursuing the EU's policies in all areas, promoting and protecting the EU's interests and values as well as promoting the visibility of the European Union.

In addition to monitoring, analysing and reporting regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, an important function is carrying out press, information and communication activities. The Section also provides support to visitors from EU institutions as well as providing briefing dossiers, speeches, statements, press releases and articles, as requested.

**Main tasks:**

* support PR and media activities, Instagram, NAVER, blogs;
* analyse content of social media and contribute ready-made content;
* work with Member States to develop concept to increase impact of social media;
* draft press digests and information bulletins;
* attend and participate in meetings, cultural and visibility events, seminars and conferences in the Republic of Korea and draft reports;
* support the Section in the preparation of visits, missions and meetings as well as follow-up actions.

**<PPI Section - POLITICAL>**

The Political, Press and Information Section contributes to the work of the Delegation in pursuing the EU's policies in all areas, promoting and protecting the EU's interests and values as well as promoting the visibility of the European Union.

In addition to monitoring, analysing and reporting regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, an important function is carrying out press, information and communication activities. The Section also provides support to visitors from EU institutions as well as providing briefing dossiers, speeches, statements, press releases and articles, as requested.

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**How to apply?**

Please send the following documents to the e-mail address:

DELEGATION-REP-OF-KOREA-VACANCIES@eeas.europa.eu

* A detailed Europass curriculum vitae (CV) (please find the format in the link for “General Rules)
* a cover letter describing why you want to participate in a EU traineeship
* and **an application form**

Please mention in the subject of your e-mail:

Funded Traineeship – TRADE/PPI Section-SOCIAL MEDIA/PPI Section-POLITICAL

**The deadline for submitting applications is Friday, 10 January 2020 at 17:00 local time.**

**Important information**

* Before applying you are requested to examine the [dedicated website](https://eeas.europa.eu/headquarters/headquarters-homepage_en/39144/Traineeship%20in%20EU%20Delegation) as well as the [general eligibility criteria](https://eeas.europa.eu/sites/eeas/files/2019_website_trainees_annexe_i.pdf) for a paid traineeship (Article 8 of the Decision ADMIN(2017)28 – Paid traineeship)
* Each selected trainee will receive a monthly grant to cover living expenses. All costs related to travel inside the country of residence, visa, insurance, accommodation must be borne by the trainee.
* Applications from non-eligible candidates will **not** be considered. After the evaluation of all applications, shortlisted candidates will be contacted and invited for an interview. Unsuccessful candidates will be notified by email. In case the selected candidate is not able to present the required documents, his/her candidacy will be rejected**.**

Please refer to the following links:

* General rules: <https://eeas.europa.eu/headquarters/headquarters-homepage_en/39144/Traineeship%20in%20EU%20Delegation>
* Funded traineeship for young graduates at the EU Delegation to the Republic of Korea – Trade Section: <https://eeas.europa.eu/headquarters/headquarters-homepage/72490/funded-traineeship-young-graduates-eu-delegation-republic-korea-%E2%80%93-trade-section_en>
* Funded traineeship for young graduates at the EU Delegation to the Republic of Korea – Social Media – PPI Section: <https://eeas.europa.eu/headquarters/headquarters-homepage/72489/funded-traineeship-young-graduates-eu-delegation-republic-korea-%E2%80%93-social-media-%E2%80%93-ppi-section_en>
* Funded traineeship for young graduates at the EU Delegation to the Republic of Korea – Political – PPI Section: <https://eeas.europa.eu/headquarters/headquarters-homepage/72487/funded-traineeship-young-graduates-eu-delegation-republic-korea-%E2%80%93-political-%E2%80%93-ppi-section_en>