

# OPPORTUNITIES

WORK PLACEMENTS IN THE  
EUROPEAN UNION AND OTHER  
INTERNATIONAL INSTITUTIONS FOR  
STUDENTS AND RECENT GRADUATES

JULY 2017

**UP 2 DATE  
INFORMATION**

How to apply for  
traineeships and more

**A CHANCE TO  
TRAVEL**

Discover the world and its  
major institutions

**INSTITUTIONAL  
INSIGHTS**

Gather important  
information

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# EUROPEAN COMMISSION

## Blue Book Traineeship

**Application deadlines:** December-January, July-August

**Duration:** December-January, July-August

**Requirements:**

1. University degree (having completed a minimum of 3 years).
2. Have a minimum level of C2 in one of the official working languages of the EU: English, French and German.
3. Advanced knowledge of another co-official language of the EU.

**Languages:** English and / or French and German

**Place (s):** Brussels, Belgium; Luxembourg and localities where the Commission's Executive Agencies are located.

**How to apply:**

1. Create a user in the commission authentication service (ECAS), under the title of external before the deadline of requests ([link](#)) Then, fill out the application form with your data, university studies, languages, including The departments and areas of work that interest you.
2. The Commission will pre-select candidates to be part of the Blue Book (database with the curricula of those selected to participate in the scholarship); And you must send copies of all your diplomas, language certificates, identity documents, etc. Once verified, a formal offer will be sent to those selected.

**Remuneration (approximately):** € 1,120

**More information:**

[https://ec.europa.eu/stages/home\\_en](https://ec.europa.eu/stages/home_en)



# EUROPEAN COMMISSION

**Application Deadlines:** Open

**Duration:** Normally between 3 and 6 months

**Requirements:**

1. University degree (having completed a minimum of 3 years).
2. Have a minimum level of C2 in one of the official working languages of the EU: English, French and German.
3. Advanced knowledge of another co-official language of the EU.

**Languages:** English French or German

**Place (s):** Brussels, Belgium; Luxembourg and localities where Commission Executive Agencies are located.

**How to apply:** Two procedures:

1. Send an email with your motivation letter and CV to the unit manager of the department in which you are interested.
2. Send an email to the human resources department of the directory in which you would like to work.

## Stagiaires Atypiques

\* Contact information can be found in the organizational charts on the websites of the directories or in the Who's Who in the EU.

**Remuneration:** Unpaid

**More information:**

[https://ec.europa.eu/stages/home\\_en](https://ec.europa.eu/stages/home_en)



# EUROPEAN PARLIAMENT

## Robert Schuman Scholarship

**Application Deadlines:** August-October,  
March-May

**Languages:** English, and / or French and  
German

**Duration:** August-October, March-May

**Place (s):** Brussels, Belgium

**Requirements:**

**How to apply:** form on the website.

1. Be a citizen of the EU or candidate countries that have concluded the negotiations for EU membership.

**Remuneration:** € 1,226

2. Be 18 (or more) before the start of the scholarship.

**More information:**

<http://www.europarl.europa.eu/atyourservice/en>

3. Speak fluently an official EU language.

4. Not having made any other scholarship or been employed by the European institutions for a period greater than 4 consecutive weeks.



Parlamentum Europaeum



# EUROPEAN PARLIAMENT

## Translation Scholarship

**Application deadlines:** June-August,  
September-November, December-  
February, March-May

**Duration:** January-March, April-July,  
July-October, October-January

### Requirements:

1. Be an EU citizen or citizen of candidate countries who have concluded the negotiations for EU membership.
2. Be 18 (or more) before the start of the scholarship.
3. Not having made any other scholarship or been employed by the European institutions for a period greater than 4 consecutive weeks. Languages: speak fluently three official EU languages or one language of a candidate country to join the EU.

**Location:** Luxembourg

**How to apply:** Form on the website.

**Remuneration (approximately):**  
1,252.62 €

### More information:

<http://www.europarl.europa.eu/atyourservice/en>



Parlamentum Europaeum



# EUROPEAN PARLIAMENT

## Internship in the office of a MEP

**Application deadlines:** open period

**Duration:** normally between 3 and 6 months

**Requirements:** It depends on the MEP's office, but fluency in one of the EU's official working languages in addition to the working language of the office is generally required, and being in university or in an area relevant to the work of the MEP in the Commission.

**Languages:** English and generally French and the working language of the MEP office.

**Place:** Brussels, Belgium

**How to apply:** Send an email with your CV and letter of motivation to the MEP with whom you want to work. Its address can be found in the profile of the Member on the website of the European Parliament.

**Remuneration:** It depends on the office of the MEP

**More information:**

<http://www.europarl.europa.eu/atyourservice/en>



Parlamentum Europaeum



# EUROPEAN PARLIAMENT

**Application deadlines:** open period

**Duration:** normally between 3 and 6 months

**Requirements:** It depends on the Eurogroup, but fluency is usually required in one of the EU's official working languages, and being in university or university studies in an area relevant to the work of the party.

**Languages:** English and generally French

**Place:** Brussels, Belgium. How to apply: according to the requirements of each party

**Remuneration:** depends on the party office.

**More information:**

<https://www.aldeparty.eu/en/alde-party-vacancies>

<http://www.eppgroup.eu/news/Internships%3A-EPP-Group-offering-opportunities-for-young-people-In-EU-and-beyond>

<http://www.socialistsanddemocrats.eu/traineeships>

## Scholarships in the Secretariats of European Parties

**More information:**

<http://www.guengl.eu/people/vacancies/staff-vacancies>

<https://www.greens-efa.eu/en/our-group/jobs/>

<http://ecrgroup.eu/category/job/>



Parlamentum Europaeum





# EUROPEAN COUNCIL

## Description

**Application deadlines:** June-August of the year prior to the internship.

**Duration:** February-June, September-January

### Requirements:

1. Be an EU citizen or citizen of candidate countries who have concluded the negotiations for EU membership.
2. Applicants must have recently graduated from a university or equivalent higher education institution and hold a degree or equivalent.
3. Applications from persons who have already received more than 8 weeks of practical training (paid or unpaid) in any of the EU institutions or bodies will not be accepted.

**Languages:** English and / or French

**Location:** Brussels, Belgium

**How to apply:** form on the website.

**Remuneration (approximately):** € 1,096.10

### More information:

<http://www.consilium.europa.eu/en/general-secretariat/jobs/traineeships/>



## CONSILIUM



# COUNCIL OF EUROPE

## Description

**Application deadlines:** December-January, July-August

**Duration:** October-February, March-July

**Requirements:**

1. Be an EU citizen or citizen of candidate countries who have concluded negotiations on EU membership.
2. Applicants must have recently graduated from a university or equivalent higher education institution and hold a degree or equivalent.
3. Have a good level of one of the official languages of Council, English or French.

**Languages:** English and / or French

**Location:** Strasbourg, France

**How to apply:** form on the website.

**Remuneration:** Unpaid

**More information:**

<http://www.coe.int/en/web/jobs/traineeships>

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE



# COMMITTEE OF THE REGIONS

## Description

**Application deadlines:** April-September of the year prior to the scholarship, October-March of the same year

**Duration:** February-July, September-February

**Requirements:**

1. Be an EU citizen or citizen of candidate countries who have concluded the negotiations for EU membership.
2. Applicants must have recently graduated from a university or equivalent higher education institution and hold a degree or equivalent.
3. Have an advanced level of an official EU language and a good level of a second European language
4. Not to have made any other scholarship nor to have been employed of the European institutions for a period greater than 4 consecutive weeks.

**Languages:** English, French and / or German

**Location (s):** Brussels, Belgium

**How to apply:** available form of the web page.

**Remuneration:** 25% of the basic salary of an officer with grade AD5 (€ 1,159)

**More information:**

<http://cor.europa.eu/en/about/traineeships/Pages/traineeships.aspx>



### European Committee of the Regions



# ECONOMIC AND SOCIAL COMMITTEE

## Description

**Application deadlines:** June-September, January-March

**Duration:** February-July, September-February

**Requirements:**

1. Be an EU citizen or citizen of candidate countries who have concluded the negotiations for EU membership.
2. Applicants must have recently graduated from a university or equivalent higher education institution and hold a degree or equivalent.

**Languages:** English and / or French, and a second official EU language.

**Location:** Brussels, Belgium

**How to apply:** form on the website.

**Remuneration:** 25% of the basic salary of an officer with grade AD5 (1,159 €)

**More information:**

[http://www.eesc.europa.eu/?](http://www.eesc.europa.eu/?i=portal.en.traineeships-longterm)

[i=portal.en.traineeships-longterm](http://www.eesc.europa.eu/?i=portal.en.traineeships-longterm)



# EUROPEAN INVESTMENT BANK

## Description

**Application deadlines:** open deadline

**Duration:** 1-5 months

**Requirements:**

1. Be an EU citizen or citizen of candidate countries (Albania, Macedonia, Montenegro, Serbia or Turkey).

2. Maximum work experience of 1 year from the last diploma.

**Languages:** English and / or French

**Location:** Luxembourg

**How to apply:**

1. Open the section of Current Vacancies on your website.

2. Fill in the online application with the documents required.

**More information:**

<http://www.eib.org/about/jobs/student-jobs/index.htm>



# EUROPEAN CENTRAL BANK

## Description

**Application deadlines:** open period

**Duration:** 3-6 months

**Requirements:**

1. Have completed at least the first cycle of university studies.
2. Be a student or recent graduate.
3. Be at least 18 years old.
4. Have less than 12 months of work experience.
5. Have not completed a previous scholarship for more than 6 months.
6. Not having previously been a fellow of the ECB.

**Languages:** English

**Location:** Frankfurt, Germany

**How to apply:**

1. Create a candidate profile in your recruitment portal.
2. Fill out and submit the form, with the necessary documents attached and letter of motivation

**Remuneration:** € 1,050 (€ 1,900 for those who have completed at least 2 years in a doctorate).

**More information:**

<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>



# EUROPEAN OMBUDSMAN

## Description

**Application deadlines:** March and August

**Duration:** September-December, January-April

**Requirements:**

1. Being a citizen of an EU country
2. Have a degree in law and be at an advanced stage of professional training or research in European law
3. Have an advanced level of an official EU language and a good knowledge of a second European language.

**Languages:** English

**Place (s):** Brussels, Belgium and Strasbourg, France.

**How to apply:**

Fill out the application form and send a copy of:

1. Curriculum vitae
2. Letter of motivation in English
3. Copies of the diplomas or certificates obtained d) Copy of ID or passport
4. Financial statement

**Remuneration:** 25% of the basic salary of an official with grade AD6

**More information:**

<https://www.ombudsman.europa.eu/en/atyourservice/recruitment.faces>



# EUROPEAN EXTERNAL ACTION SERVICE

## Blue Book Traineeship

**Application deadlines:** December-January, July-August

**Duration:** October-February, March-July

**Requirements:**

1. University degree (having completed a minimum of 3 years).
2. Have a minimum level of C2 in one of the official working languages of the EU: English, French and German.
3. Advanced knowledge of another co-official language of the EU.

**Languages:** English and / or French

**Place (s):** Brussels, Belgium or one of the international delegations

**Remuneration (approximate):** € 1,120

**More information:**

[https://eeas.europa.eu/headquarters/headquarters-homepage\\_en/8354/Blue%20book%20traineeship%20at%20the%20EEAS](https://eeas.europa.eu/headquarters/headquarters-homepage_en/8354/Blue%20book%20traineeship%20at%20the%20EEAS)



**How to apply:**

1. Create a user in the commission authentication service (ECAS), under the heading of external before the deadline of requests (link). Then fill out the application form with your details, university studies, languages, in addition to the departments and areas of work that interest you.
2. The Commission will pre-select candidates to be part of the Blue Book (database with the curricula of those selected to participate in the scholarship); And you must send copies of all your diplomas, language certificates, identity documents, etc. Once verified, a formal offer will be sent to those selected.





# EUROPEAN EXTERNAL ACTION SERVICE

## Stagiaires Atypiques

**Application deadlines:** December-January, July-August

**Duration:** October-February, March-July

**Requirements:**

1. University degree (having completed a minimum of 3 years).
2. Have a minimum level of C2 in one of the official working languages of the EU: English, French and German.
3. Advanced knowledge of another co-official language of the EU.

**Languages:** English and / or French

**Place (s):** Brussels, Belgium or one of the international delegations

**Remuneration (approximate):** € 1,120

**More information:**

[https://eeas.europa.eu/headquarters/headquarters-homepage\\_en/8354/Blue%20book%20traineeship%20at%20the%20EEAS](https://eeas.europa.eu/headquarters/headquarters-homepage_en/8354/Blue%20book%20traineeship%20at%20the%20EEAS)



**How to apply:**

1. Create a user in the commission authentication service (ECAS), under the heading of external before the deadline of requests (link). Then fill out the application form with your details, university studies, languages, in addition to the departments and areas of work that interest you.
2. The Commission will pre-select candidates to be part of the Blue Book (database with the curricula of those selected to participate in the scholarship); And you must send copies of all your diplomas, language certificates, identity documents, etc. Once verified, a formal offer will be sent to those selected.



# EUROPEAN COURT OF AUDITORS

## Description

**Application deadlines:** April-May, September-October, December-January

**Duration:** 3-5 months

**Requirements:**

1. Being a citizen of a member state of the EU
2. Have a recognized university degree
3. Interest in gaining practical experience in the areas of activity of the Court of Auditors
4. Not having participated previously in any scholarship program of the European institutions
5. Have an advanced level in an official EU language and a good level in a second European language

**Languages:** English and / or French

**Location:** Luxembourg

**How to apply:** Fill out the online form available on their website

**Remuneration:** € 1,120

**More information:**

<http://www.eca.europa.eu/es/Pages/Traineeships.aspx>



# COURT OF JUSTICE OF THE EUROPEAN UNION

## Description

**Application deadlines:** Until 30/09 for the first term and until 30/04 for the second

**Duration:** March-July, October-February

**Requirements:** Degree in Law or Political Science (with content in law) or, for practices in the Directorate of Interpretation, a diploma in interpretation.

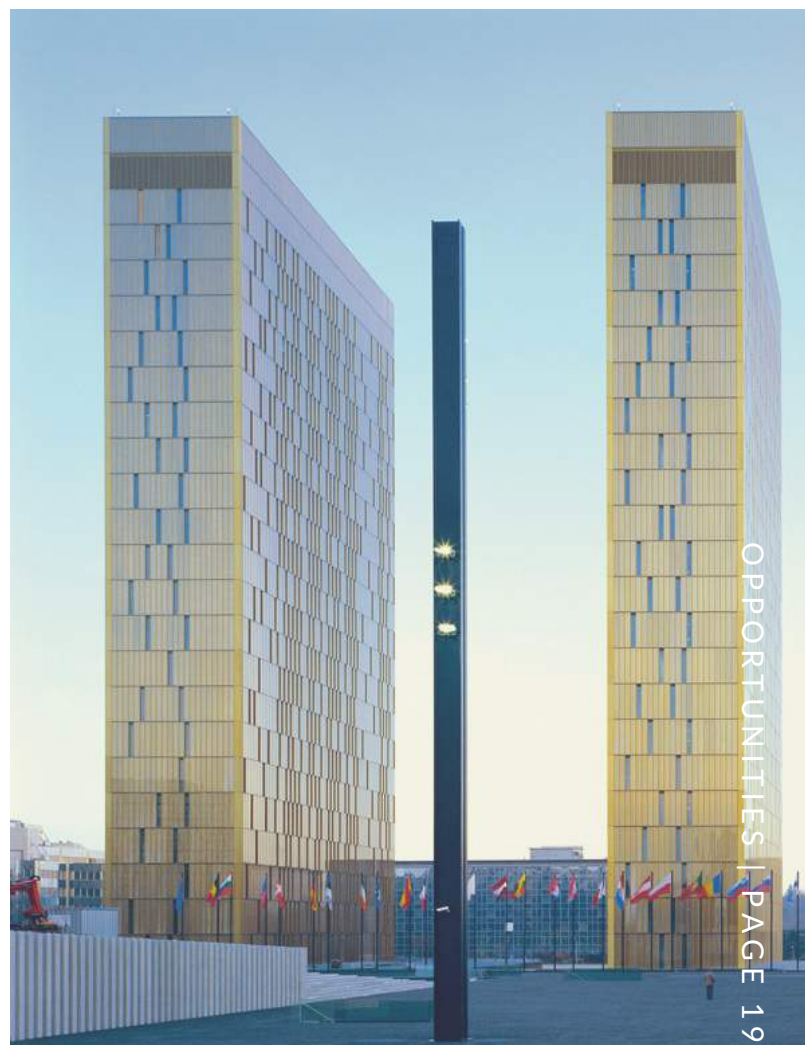
**Languages:** French

**Place (s):** Luxembourg

**How to apply:** Send complete EN or FR form next to the CV and the University diplomas at [Stages.services@curia.europa.eu](mailto:Stages.services@curia.europa.eu)

**Remuneration:** Unpaid

**More information:**  
[http://curia.europa.eu/jcms/jcms/Jo2\\_7008/traineeships](http://curia.europa.eu/jcms/jcms/Jo2_7008/traineeships)



# THE UNITED NATIONS

## Description

**Application deadlines:** open period

**Duration:** 2-6 months

**Requirements:**

1. Be studying for a university degree, master or doctorate or have finished your studies less than a year ago.

2. Not be a child or a brother of a staff member of the Secretariat of the United Nations

**Languages:** English or French

**Place (s):** New York (USA), Geneva (Switzerland), Vienna (Austria), Nairobi (Kenya), Addis Ababa (Ethiopia), Beirut (Lebanon) and Santiago

**How to apply:**

1. Search the UN vacancy page

2. Create a profile in your job portal and request the Desired position following the instructions.

**Remuneration:** Unpaid

**More information:**

<https://careers.un.org/lbw/home.aspx?viewtype=ip>



# INTERNATIONAL COURT OF JUSTICE

## Description

**Application Deadlines:** open deadline

**Duration:** 1-3 months

**Requirements:** Be a student or recent graduate of an accredited university

**Languages:** English or French

**Location (s):** The Hague, The Netherlands.

**How to apply:** Fill out the online form available on their website

**Remuneration:** Unpaid

**More information:**

<https://careers.un.org/lbw/home.aspx?viewtype=ip>



# EUROPEAN SOLIDARITY CORPS

## Description



**EUROPEAN  
SOLIDARITY  
CORPS**

### What is it?

The European Solidarity Corps is a new initiative of the European Union whose aim is to create opportunities for young people to volunteer or collaborate in projects - in their own countries or abroad - that benefit communities and citizens across Europe.

**Requirements:** 18-30 years, nationality of Member State or Iceland, Liechtenstein, Norway, Turkey or the former Yugoslav Republic of Macedonia.

**Types of projects:** Inclusion, reception and integration of refugees and migrants, Citizenship and democratic participation, Disaster prevention and recovery, Environment and protection of nature or Sport, among others.

**Duration:** between two months and one year.

### Registration:

[https://europa.eu/youth/Solidarity\\_en](https://europa.eu/youth/Solidarity_en)



# OSCE

**Application deadlines:** open period

**Duration:** 2-6 months

**Requirements:**

1. Students in the last year of their studies or who have graduated a year ago.
2. The maximum age to apply is 30 years
3. Participants must have a good level of English
4. Be able to adapt to an international working environment
5. In addition, in some workstations it will be necessary to have a good level of Russian or other requirements that will be specified in the vacancy announcement.

**Language:** English

**Place (s):** several locations

**How to apply:**

1. Create a profile on your job portal, OSCE i-Recruitment
2. Complete the online application according to the instructions given

## Description

**Remuneration:** Unpaid

**More information:**

<http://www.osce.org/employment/91>



# OSCE PARLIAMENTARY ASSEMBLY



## Description

**Application Deadlines:** open deadline

**Duration:** October-February, March-September

**Requirements:**

1. Be between 21 and 26 years old and be a student (preferably a master's degree)
2. Good academic record and good research skills
3. Being a citizen of a member country of the OSCE
4. Excellent level of English, and preferably another official language of the OSCE (French, German, Italian, Russian or Spanish)

**Language:** English

**Location (s):** Copenhagen, Denmark

**How to apply:**

1. Fill in the form available on your website
2. Include a brief motivation letter, copy of the academic file, copy of the CV and include two letters of recommendation
3. Send all documents together by mail or email to:

*Dana Bjerregaard*, Assistant to the Secretary General OSCE Parliamentary Assembly, Tordenskjoldsgade 1, 1055 Copenhagen K, Denmark.  
Tel.: +45 33 37 80 40  
E-mail: [fellowship@oscepa.dk](mailto:fellowship@oscepa.dk)

**Remuneration:** € 564

**More information:**

<https://www.oscepa.org/about-oscepa/international-secretariat/staff/research-fellowship>





# NATO

**Application deadlines:** spring of the year prior to the beginning.

**Duration:** 6 months, sessions starting in March and October

**Requirements:**

1. Be over 21 years of age
2. Being a member of a NATO member state
3. Be a student having completed at least two years of post-secondary education or being a recent graduate (less than one year after completing his / her studies)

**Languages:** English and / or French

**Location (s):** Brussels, Belgium

## Description

**How to apply:** Create a profile on your employment platform and apply for vacancy notification following the instructions given.

**Remuneration:** € 800

**More information:**

<http://www.nato.int/cps/en/natohq/71157.htm>



# NATO PARLIAMENTARY ASSEMBLY

## Description

**Application deadlines:** March-April,  
October-November

**Duration:** 3.5-5 months (according to  
organization's work schedule)

**Requirements:**

1. Be over 21 years of age
2. Being a member of a NATO member state
3. Be a student having completed at least two years of post-secondary education or being a recent graduate (less than one year after completing his / her studies)

**Languages:** English and / or French

**Location (s):** Brussels, Belgium

**Remuneration:** € 750

**More information:**

[http://www.nato-pa.int/default.asp?  
SHORTCUT=3651](http://www.nato-pa.int/default.asp?SHORTCUT=3651)



**How to apply:**

Send the following documents in English or French in a single PDF file to [ra-programme@nato-pa.int](mailto:ra-programme@nato-pa.int) :

1. Letter of motivation indicating the areas of interest and availability.
2. Curriculum indicating nationality and level of languages. In case English or French are not native languages it will be necessary to show a certification to verify the level.
3. A sample of writing that does not exceed 5 pages on topics of defense, international relations, foreign affairs, etc.
4. 2 professional or academic letters of recommendation



# OECD

## Description

**Application deadlines:** September-March, March-September

**Duration:** January-June, July-December

**Requirements:**

1. To pursue university studies in economics, or other areas of work of the organization such as social affairs, commerce, agriculture, education, employment, environment, finance, fiscal affairs and statistics.
2. Being able to work in a multicultural team and in an international environment
3. Practices can be validated with studies.

**Languages:** English or French

**Place (s):** Paris, France.

**How to apply:**

1. Search the OECD vacancy page.
2. Create a profile in your job portal and request the desired position following the instructions.

**Remuneration:** Unpaid

**More information:**

<https://www.oecd.org/careers/inter-shipprogramme.htm>



# THE WORLD BANK

## Description

**Application deadlines:** December-January, October

**Duration:** June-September, December-March

**Requirements:**

1. To be a postgraduate student in the areas of economics, finance, human development (public health, education, nutrition, population), social sciences (anthropology and sociology), agriculture, environment, private sector, etc.
2. Have previous work experience
3. Have computer skills and a good level of languages.

**Languages:** English and preferably also French, Spanish, Russian, Arabic, Portuguese or Chinese.

**Place (s):** Washington D.C. (USA) and other locations where there are bank offices

**How to apply:**

1. Create an account on the bank's employment portal
2. Fill out the online form and include a letter of motivation, curriculum and proof of university registration

**Remuneration:** \$ 23.25 per hour

**More information:**

<http://www.worldbank.org/en/about/careers/programs-and-internships/internship>



# INTERNATIONAL MONETARY FUND



## Fund Internship Program (FIP)

**Application deadlines:** June-October,  
December-January

**Duration:** 10-12 Weeks

**Requirements:** Be a student at a master's or doctoral level during the scholarship period in areas of macro-economy, finance and other areas of interest of the fund.

**Language:** English

**Place (s):** Washington D.C. (USA)

**How to apply:**

1. Search the Fund's vacancy page.
2. Create a profile in your job portal and request the desired position following the instructions.

**Remuneration:** Remunerated. The salary will depend on the announced vacancy

**More information:**

<https://www.imf.org/external/np/adm/rec/job/summint.htm>



# INTERNATIONAL MONETARY FUND



## Administrative and Legal Grants

**Application deadlines:** open period

**Duration:** 3-6 months

**Requirements:** Be a student at the master's level or above during the scholarship period in areas of macro-economy, finance and other areas of interest of the fund.

**Language:** English

**Place (s):** Washington D.C. (USA)

**How to apply:**

1. Search the Fund's vacancy page.
2. Create a profile in your job portal and request the desired position following the instructions.

**Remuneration:** Remunerated. The salary will depend on the announced vacancy

**More information:**

<https://www.imf.org/external/np/adm/rec/job/summint.htm>



# OTHER INTERESTING LINKS



<http://www.eurobrussels.com/>



<https://www.eurojobs.com/>



<http://jobs.euractiv.com/>



<https://ec.europa.eu/eures/public/homepage>



<https://eurodesk.eu>



# WORLD

## OF INTERNATIONAL RELATIONS

world-ir.international

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