

# Funded traineeship for young graduates at the EU Delegation to Sri Lanka and the Maldives - PPI Section-Comms

🕒 07.05.2024 🚫 Expiring soon

The deadline for submitting applications is 13/05/2024

Are you a **young graduate** interested in international relations? Are you curious to learn more about work of a diplomatic mission and how the EU Delegation represents EU interests and values in Sri Lanka?

## We offer:

A **traineeship of up to 6 months** within the Political, Press and Information Section of the EU Delegation to Sri Lanka, starting in June 2024.

The Section supports EU political and trade policy dialogues. It provides analysis of political and economic developments in Sri Lanka and the Maldives. The section is also responsible for press and information activities of the Delegation.

## Main tasks:

- Support the Delegation Communications Team in conceptualising and executing campaigns
- Participate in preparation of events
- Prepare daily press reviews and newsletters
- Support the review and development of project factsheets
- Contribute to other ad hoc tasks of the section

## We look for:

### Qualifications or special requirements:

- Bachelor or Master degree (or higher) in a relevant field (communications, public relations, media, social sciences or similar Interest in the field of communications and development
- Excellent communication and drafting skills in English
- Good computer literacy and creative spirit
- Interest and ability to work in a multicultural environment ☑ Skills in designing and developing content for social media, newsletters
- Self-motivation
- It would be an advantage to have knowledge of local languages (Sinhala and/or Tamil)
- Taking into account the local conditions, applicants **currently residing in Sri Lanka and already holding a visa and resident permit covering at least the full period of the traineeship**; or Sri Lankan citizens will only be considered.

## How to apply?

Candidates must apply to the e-mail address [delegation-sri-lanka-ppi-trainees@eeas.europa.eu](mailto:delegation-sri-lanka-ppi-trainees@eeas.europa.eu)

and send the following documents:

- A detailed standard Europass curriculum vitae (**CV**) <https://europass.cedefop.europa.eu/> ☑ (CVs in other format will not be considered)
- 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 - Name/PPI Section-Comms

## **Important information to read before applying**

**Before applying** you are requested to examine the [dedicated website](#) as well as the [general eligibility criteria](#) 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 travels, 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 candidates are not able to present the required documents, their application will be rejected.

The traineeships can only be offered in compliance with the local legislation as well as the legislation of the country of origin.

## **Citizens from EU Member states:**

- **must provide proof that they will be covered against the risk of a pandemic and the costs of repatriation;**
- **must hold a relevant entrance visa and / or temporary residence permit where applicable, based on the traineeship agreement, the duration of the traineeship, and in compliance with the local legislation.**