



## VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

### INTERNSHIP - Political Affairs and Security Policy Division - Middle East and North Africa Section (MENA)

**Primary Location** Belgium-Brussels  
**NATO Body** NATO International Staff (NATO IS)  
**Schedule** Full-time  
**Grade** INTERN

#### Description

The Political Affairs and Security Policy Division leads on the political aspects of NATO's fundamental security tasks, with responsibility for:

- NATO's Partnerships;
- Security Policy development;
- Relations with Multilateral Organizations;
- Conventional Arms Control Policy and the non-proliferation of Weapons of Mass Destruction

The Division comprises approximately 70 staff members, and also provides policy and administrative support to Liaison Offices in Georgia, Moldova and Ukraine, to Liaison Officers to the United Nations in New York and to the OSCE in Vienna, and to the NATO-ICI Regional Centre in Kuwait.

The Security Policy and Partnerships Directorate (SPPD) is responsible for NATO's political relations with its partners.

The **Middle East and North Africa Section**, responsible for developing and promoting NATO policy, political relations and public diplomacy with the countries of the region, especially those participating in NATO's Mediterranean Dialogue (MD) and in the Istanbul Cooperation Initiative (ICI).

Interns will gain an invaluable insight into the Alliance's decision-making and into the broader institutional processes behind its policies, projects and partnerships. They will have a unique opportunity to enhance their research, drafting and analytical skills against a complex international environment. In addition, their communication and organisational skills, flexibility and adaptability will be put to the test against the background of the ever-changing security environment. They may have the opportunity to participate in missions on an ad-hoc basis.

The intern will:

- Assist in the development and preparation of policy papers, checklists and speeches for high level NATO officials and speaking notes for meetings;
- Take notes at committee meetings;
- Support the organisation of workshops, seminars and events;
- Conduct basic research and assist in monitoring global developments;
- At times, attend debates and discussions on security and defence related issues with relevance

to the internship;

- Provide administrative, organisational and coordination support;

## **WHO ARE WE LOOKING FOR?**

### **ESSENTIAL:**

The candidates must:

- be in the possession of a Bachelor's and/or in the final stage of a Master's degree preferably in the areas of Political Science, International Relations, Security Policy or related topic;
- possess the following levels of NATO's official languages (English/French): V ("Advanced") in one; III ("Intermediate") in the other;
- computer literacy: Microsoft Office Package.

### **COMPETENCIES REQUIRED:**

To successfully work with the Political Affairs and Security Policy Division, you will demonstrate the following competencies:

- **Achievement:** Works to meet standards.
- **Analytical thinking:** Breaks down problems and see basic relationships.
- **Clarity and accuracy:** Shows general concern for order and clarity, and checks own work.
- **Conceptual thinking:** Sees patterns on life/work experience and applies learned concepts.
- **Customer service orientation:** Responds appropriately, maintains clear communication.
- **Empathy:** Listens actively.
- **Flexibility:** Acts with flexibility.
- **Initiative:** Reacts to short-term opportunities or problems.
- **Organizational awareness:** Understands the Organization's structure.
- **Organizational commitment:** Adheres to NATO's standards, policies and explicit values.
- **Teamwork:** Cooperates, shares information and knowledge freely, offering support and cooperation.

### **SPECIAL NOTICE:**

In order for the Internship Office to assess your eligibility for the Internship Programme, please attach the following documents:

- Copy of university qualifications you have completed and/or
- Proof of ongoing studies with the dates clearly mentioned if you are still studying.

We prefer that these documents are in one of the NATO official language (English or French). If you don't have these documents in English or French, please attach a self translation.

Please ensure that all information is complete and accurate before submitting your application.

Amendments after the submission cannot be taken into consideration for the evaluation of your application.

### **TERMS AND CONDITIONS:**

This internship is paid, and you will work full time for the period of six months.

Read more about the Internship Programme, including terms and conditions, and what we offer [at our website](#).

## **ADDITIONAL INFORMATION:**

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability. NATO welcomes applications of nationals from all member Nations, and strongly encourages women to apply.

Building Integrity is a key element of NATO's core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.

Due to the broad interest in NATO and the large number of potential candidates, telephone or e-mail enquiries cannot be dealt with.

Please note that the International Staff at NATO Headquarters in Brussels, Belgium is a non-smoking environment.