



## VACANCY NOTIFICATION/ NOTIFICATION DE LA VACANCE DU POSTE

### **INTERNSHIP - Operations Division - Defence Institution and Capacity Building Directorate (DICB)**

**Primary Location** Belgium-Brussels

**NATO Body** NATO International Staff (NATO IS)

**Schedule** Full-time

**Grade** INTERN

#### **Description**

Are you eager to gain experience in project management? Are you interested in learning how to design and implement education and training and capacity building projects? Are you keen to develop and put into practice your regional expertise? If yes, NATO is currently looking for an intern who is willing to step up to the challenge of working with NATO partner countries in the area of defence institution and capacity building.

The mission of the Operations Division of the International Staff is to prepare NATO for the defence of Alliance territory, to respond to crises at home and abroad, and to strengthen the capabilities of partners. The Operations Division advances the core tasks of the Alliance (Collective Defence, Crisis Management, Cooperative Security) by providing situational awareness, advance planning, well-exercised and executed crisis-response, and outcome-oriented defence and related security cooperation programmes.

Within the Operations Divisions, the Defence Institution and Capacity Building Directorate (DICB) works with partners to foster peace and security in NATO's immediate neighbourhood and beyond. The Directorate is driven to helping partners become more capable, more secure, and better prepared to respond to crises at home and abroad. As we work with partners to improve their defence capabilities, strengthen resilience, promote integrity and good governance in the defence and related security sector, our cooperation with partners contributes to enhancing NATO's and international security and to sustained conflict prevention. To effectively carry out this mission, the Directorate is committed to the NATO "One Partner, One Plan" approach to ensure coherence of cooperation with partner countries.

Interns in DICB can be employed within one of the Directorate's nine teams: Planning and Review Process (PARP), Defence and Related Security Capacity Building Initiative (DCB), Comprehensive Assistance Package for Ukraine (CAP), Building Integrity (BI), Defence Education Enhancement Programme (DEEP), Professional Development Programme (PDP), Partnership Training and Education Centres (PTEC), Euro-Atlantic Disaster Response Coordination Centre (EADRCC), Trust Funds Management, or in direct support to the Director or Deputy Director. They will be full members of the team they are part of, working alongside experienced officers. DICB Interns will attend and support DICB-led meetings related to DICB programmes and initiatives both internally and with partner nations and other international organisations; draft presentations; perform analysis; assist in the integration of quantitative and qualitative analysis, reports and briefings; and provide support to the organization of key events, and draft relevant communications to be used by

the Secretary General, Deputy Secretary General, Assistant Secretary General for Operations and Director/Deputy Director DICB.

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

### **ESSENTIAL:**

The candidates must:

- be in the possession of a Bachelor's degree and/or in the final stage of a Master's degree preferably in the areas of Political Science; Economics; Development Studies; International Relations; International Security; Defence Studies; Regional Studies (Former Soviet Union and/or Middle East and North Africa); Programme Management, Development and Capacity Building, and/or Legal Studies;
- possess the following levels of NATO's official languages (English/French): V ("Advanced") in one; I ("Beginner") in the other;
- computer literacy: Outlook, Word, Excel and PowerPoint and Project.

### **DESIRABLE:**

- Interest and/or demonstrable experience in project management (including PRINCE2 or PMP® certification) or grants management;
- Intermediate knowledge of Russian or Arabic.

### **COMPETENCIES REQUIRED:**

To successfully work with DICB team, you will demonstrate the following competencies:

- **Achievement:** Works to meet standards.
- **Clarity and accuracy:** Shows general concern for order and clarity, and checks own work.
- **Flexibility:** Acts with flexibility.
- **Organizational commitment:** Adheres to NATO's standards, policies and explicit values.
- **Teamwork:** Cooperates, shares information and knowledge freely, offering support and cooperation.
- **Empathy:** Listens actively.

### **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.