

Leonardo da Vinci Student Work Placement

Transparency International:

EMPLOYER INFORMATION	
Name of organisation/company	Transparency International EU Liaison Office
Full address inc post code	Rue Breydel 40, 1040 Brussels, Belgium
Telephone	+32 235 8639
E-mail	brussels@transparency.org
Website	http://www.transparencyinternational.eu/
Number of employees	11
Short description of the company	TI-EU is a non-profit organization, which is a part of a global movement of Transparency International with more than 100 chapters worldwide. TI-EU coordinates anti-corruption work and engages with officials and politicians from the European institutions and stakeholders in Brussels. TI-EU promotes accountability, transparency and integrity through strategic advocacy campaigns on the EU level. The main mission is to address and fight corruption on the EU level.
CONTACT DETAILS	
Contact person for this placement	Emilie Delzescaux-Short
Department and designation / job title	Office Manager
Direct telephone number	+32 235 8639
E-mail address	edelzescaux@transparency.org
Application Procedure	
Who to apply to (including contact details)	Please email a European CV and personal statement to Carl Dolan, director, brussels@transparency.org before the deadline.
Deadline for applications	First internship: 31 May 2014 (this is subject to change), spontaneous applications welcomed.
Application process	The company offers several internship positions throughout the whole year, we therefore encourage applicants to apply spontaneously. They will be informed about the application process and its outcomes on an individual basis.

PLACEMENT INFORMATION

Department / Function	We offer 3 types of internships: <ul style="list-style-type: none"> - Research / advocacy internship - Communications internship - Administrative internship
Description of activities	(Depending on the type of internship, the tasks may vary.) Assist the EU advocacy work to promote integrity, transparency and accountability in the EU policy and institutions. Assist the internal and external communications work of the EU Office by maintaining the TI EU website, editing of text and support with multimedia and social media activities. Assist the EU policy monitoring, research and analysis work to assess EU institutions, track transparency-related institutional trends and policy developments at the EU level. Assist the preparations of events, meetings and visits in Brussels. Assist in the implementation of projects (including support for project management and project reporting). Assist the tracking of activities, impact and reporting to external actors. Provide general administrative assistance in day-to-day operations (processing of invoices, budget tracking, audit preparation and fundraising applications). Provide general support in preparation of documents and other work outputs. Assist in gathering data and information to produce accurate and timely financial reports and supporting narrative. Maintain up-to-date, organised and accurate electronic and hard copy filing systems. Coordinate travel by TI-EU staff, Chapter Representatives or external consultants. Providing other support to the Office Director as required. Perform other ad hoc duties as required.
Location	Brussels, Belgium
Start Date	There are several position openings throughout the whole year and applicants will be informed on an individual basis. First internship to start in June 2014.
Duration	6 months
Working hours per week	40 hours / week
Accommodation (please select)	Student to make own arrangements
Details of financial and "in kind" support to be provided	No financial support will be provided

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English – C2 French and Dutch/Flemish an advantage.
Computer skills and level of skills required	Proficiency in MS Word, Excel, Outlook, Powerpoint.
Education level	Bachelor / Master (Communications, Journalism, European Studies,

	Economics, Law, Political Sciences, International Relations or other social science related field)
Drivers license	No
Other	Strong organizational, communication, writing and administrative skills; team-player; problem-solving approach. Interest in the work of Transparency International. Previous work experiences an advantage.

INFORMATION PROVIDED BY

Name	Helena Erbanova
Department / Function	Office Assistant
E-mail address	herbanova@transparency.org
Phone number(s)	+32 235 8621
Date	27-02-2014