



Opportunità di lavoro e stage a livello internazionale

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Posti END (Esperti nazionali distaccati) nelle istituzioni europee

Luglio - Settembre 2013

| Scadenza | Ufficio | Documentazione |
|------------|--|----------------|
| 03/09/2013 | Servizio Giuridico - Unità H | • Bando |
| 03/09/2013 | DG Affari marittimi e pesca - Unità D1 | • Bando |
| 03/09/2013 | Ufficio Europeo per la lotta antifrode - Unità AB 01 D | • Bando |
| 03/09/2013 | DG Salute e consumatori - Unità G3 | • Bando |
| 03/09/2013 | Ufficio dei Consiglieri per le Politiche Europee - Unità CSA | • Bando |
| 03/09/2013 | DG Azione per il clima - SENZA SPESE | • Bando |
| 03/09/2013 | DG Sviluppo e cooperazione - EuropAid - Unità A1.A | • Bando |
| 03/09/2013 | DG Sviluppo e cooperazione - EuropAid - Unità A1.B | • Bando |
| 03/09/2013 | DG Occupazione, affari sociali e Integrazione - Unità A4 | • Bando |
| 03/09/2013 | DG Ambiente - Unità C3 | • Bando |

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| 03/09/2013 | DG Ambiente - Unità F1 | • Bando |
| 03/09/2013 | DG Affari interni - Unità A1.2 | • Bando |
| 03/09/2013 | DG Risorse umane e sicurezza - Unità DS 02 | • Bando |
| 28/08/2013 | Delegation to the DRC, Kinshasa | • Bando |
| 28/08/2013 | Delegation to the DRC, Kinshasa | • Bando |
| 27/08/2013 | 186029 - Delegation at the United Nations in New York | • Bando |
| 27/08/2013 | Delegation at the United Nations in New York | • Bando |
| 09/08/2013 | Political, Press and Information | • Requisiti |
| 19/07/2013 | DG Trasporti - MOVE E2 | • Bando |
| 19/07/2013 | DG Mercato Interno e Servizi - MARKT G3 | • Bando |
| 19/07/2013 | DG Ricerca - RTD E4 | • Bando |
| 19/07/2013 | Eurostat - Unità E4 | • Bando |
| 19/07/2013 | DG Affari economici e finanziari - ECFIN G2 | • Bando |
| 19/07/2013 | DG Agricoltura e Sviluppo rurale - Unità D1 | • Bando |
| 19/07/2013 | Centro Comune di Ricerca - Unità A4.2 | • Bando |
| 19/07/2013 | DG Comunicazione - Unità C1 | • Bando |
| 19/07/2013 | DG Comunicazione - Unità C2 | • Bando |
| 19/07/2013 | DG Concorrenza - Unità F2 | • Bando |
| 19/07/2013 | DG Affari economici e finanziari - Unità D3 | • Bando |
| 16/07/2013 | Centro Comune di Ricerca - Unità H3 | • Bando |
| 16/07/2013 | Centro Comune di Ricerca - Unità I5 | • Bando |
| 16/07/2013 | DG Affari marittimi e pesca - Unità B1 | • Bando |
| 16/07/2013 | DG Mercato interno e servizi - Unità D2 | • Bando |
| 16/07/2013 | DG Mercato interno e servizi - Unità E1 | • Bando |
| 16/07/2013 | DG Mercato interno e servizi - Unità F4 | • Bando |
| 16/07/2013 | DG Politica regionale - Unità F5 | • Bando |
| 16/07/2013 | DG Ricerca e Innovazione - Unità B1 | • Bando |
| 16/07/2013 | DG Ricerca e Innovazione - Unità F1 | • Bando |
| 16/07/2013 | DG Salute e consumatori - Unità E1 | • Bando |
| 16/07/2013 | DG Salute e consumatori - SENZA SPESE - Unità E5 | • Bando |
| 16/07/2013 | DG Fiscalità e unione doganale - Unità A2 | • Bando |
| 16/07/2013 | DG Fiscalità e unione doganale - Unità C1 | • Bando |
| 16/07/2013 | DG Occupazione, affari sociali e pari opportunità - Unità D3 | • Bando |
| 16/07/2013 | DG Energia Unità A1 | • Bando |
| 16/07/2013 | DG Energia - Unità C3 | • Bando |
| 16/07/2013 | DG Imprese e industria - Unità F5 | • Bando |
| 16/07/2013 | DG Imprese e industria - Unità G1 | • Bando |

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| 16/07/2013 | DG Ambiente - Unità C1 | • Bando |
| 16/07/2013 | Istituto Statistico - Eurostat - Unità C1 | • Bando |
| 16/07/2013 | Istituto Statistico - Eurostat - Unità G1 | • Bando |
| 16/07/2013 | Centro Comune di Ricerca - Unità A5 | • Bando |
| 16/07/2013 | Centro Comune di Ricerca - Unità F5 | • Bando |
| 16/07/2013 | DG Concorrenza - Unità H4 | • Bando |
| 16/07/2013 | DG Sviluppo e cooperazione - EuropAid - Unità B 1L | • Bando |
| 16/07/2013 | DG Traduzione - Unità B.ET | • Bando |
| 16/07/2013 | DG Informatica - Unità CERT EU | • Bando |
| 16/07/2013 | DG Istruzione e Cultura - Unità B2 | • Bando |
| 16/07/2013 | DG Istruzione e Cultura - Unità C1 | • Bando |
| 16/07/2013 | DG Aiuti umanitari - Unità B1 | • Bando |
| 16/07/2013 | DG Azione per il Clima - Unità A3 | • Bando |
| 16/07/2013 | DG Rete di comunicazioni, contenuti e tecnologia - Unità H4 | • Bando |
| 16/07/2013 | DG Concorrenza - Unità E2 | • Bando |
| 15/07/2013 | Delegation of the European Union in Ivory Coast (Abidjan) | • Bando |
| 11/07/2013 | SENZA SPESE – Delegation to UN Agencies, Rome – FAO | • Bando |
| 10/07/2013 | Civilian Planning and Conduct Capability (CPCC) | • Bando |
| 10/07/2013 | COST FREE 'Political analysis and reporting – Human Rights' | • Bando |

Opportunità di lavoro

| Posizione | Scadenza |
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| <p><u>PROJECT ASSISTANT</u> at FTI Consulting</p> <p>FTI Consulting (www.fticonsulting.com) is looking for an energetic, detailed-oriented project assistant to join our growing team to provide project management and research services to one of our leading association clients.</p> <p>You are an efficient organizer with effective management and planning skills. You are highly motivated to support our project teams in delivering excellence for clients.</p> <p>This role is an exciting opportunity to grow your frontline project experience in a client-facing role as part of a dynamic multi-national environment.</p> <p>Profile</p> <ul style="list-style-type: none"> • Communicative and friendly team player • Efficient organizer with eye for detail • Service-oriented with effective people skills • Able to manage multiple parallel work streams and remain well organized under pressure • Experienced with international project management and | <p>14/07/2013</p> |

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| <p>communications</p> <ul style="list-style-type: none"> • Trade association experience is a plus • Fluent English and preferably French and/or German • First-class Microsoft Office skills <p>Tasks</p> <ul style="list-style-type: none"> • Research • Drafting of reports • Correspondence (phone/e-mail) and communication with a range of clients and external contacts • Preparation of meetings (documents, attendance, minutes etc.) and logistics • Administrative assistance with client and project work • Member communications management including event organization (external events, planning, logistics, etc) • Management of diaries, databases and documents • Basic website management • Basic accounting and financial reporting <p>If you would like to join our Brussels team, please send your CV as well as a short letter (max. 1 page) explaining why you are the right candidate to carla.vansingel@fticonsulting.com. All documents have to be submitted in English. Deadline: 14 July 2013.</p> | |
| <p><u>JUNIOR OFFICE/ADMINISTRATIVE ASSISTANT</u> at BEUC - Bureau Européen des Unions de Consommateurs</p> <p>Your tasks: - You will manage the reception desk, including the provision of receptionist services such as greeting visitors and operating the telephone switchboard - You will provide practical support to other staff as required, such as</p> <ul style="list-style-type: none"> • Travel booking and arrangement, including meeting rooms • Ordering, management and reception of office and catering supplies • Other administrative support • Database management <p>Your profile: - Fluent in French and English (working language of the office) - Secretarial studies or equivalent - You have a first successful experience in a similar administrative role - Good command of Microsoft Office 2010 (Outlook and Word in particular) - Excellent presentation - Strong organisational skills and ability to multi-task</p> <p>What we offer: - A multicultural working environment within an organisation dedicated to promoting the consumer interests - A challenging position for a motivated and autonomous person - Undetermined period contract (after 6 months probationary period) with a competitive package (salary, fringe benefits and extra-legal paid leave) - Initially we offer a part-time contract (80% over 4 or 5 days) with possibility of full time position in the future Applications for the post, cover letter and CV, should be sent before 16 July by e-mail to apply@beuc.eu with subject line: Junior Assistant. Only short listed candidates will be contacted.</p> | <p>16/07/2013</p> |
| <p><u>GRANTS ADMINISTRATOR</u> at Trilateral Research & Consulting</p> <p>Trilateral Research & Consulting, a London-based consultancy, specialising in research and the provision of strategic, policy and</p> | <p>Asap</p> |

regulatory advice on new technologies, is seeking to engage a full-time Grants Administrator to work in our central London offices in a full-time role. The candidate will be expected to work on Trilateral projects in both the public and private sectors, with an emphasis on the administrative aspects of public sector grants projects such as FP7 and Horizon 2020 projects.

The post-holder will be expected to liaise with project partners across the EU and internationally in a co-ordination and communication capacity.

Specific duties of the position include:

- EC project administration and coordination;
- Preparation and review of expense reports;
- Reconciliation of bank statements;
- Maintenance of all financial and expense records;
- Preparation of preliminary financial statements for accountant;
- Weekly review and reconciliation of timesheet records;
- Preparation of project reporting forms for submission to the European Commission;
- General administrative duties.

Preferred candidates will meet the following standard of qualification:

- University graduate (European Studies would be helpful);
- Minimum of five years of experience in an administrative role;
- Familiarity with European policies and the European Commission Grant Financial Guidelines;
- Experience using the European Commission reporting system (Participant portal, ECAS, NEF);
- Knowledge of bookkeeping and accounting practices in the UK;
- Working knowledge of MS Office Suite (Word, Excel, PPT).

References are required, and salary offered will be commensurate with experience. Some travel may be required (5% or less).

Contact: info@trilateralresearch.com

[Agenzia europea per la sicurezza aerea \(EASA\)](#)

Agente Temporaneo (M/F) Recruitment Section Manager (F/M) Rif. EASA/AD/2013/024 Grado: AD 8
Luogo: Cologne, Germania

[Per saperne di più](#)

8/07/2013

[Agenzia europea per la gestione della cooperazione operativa alle frontiere esterne \(FRONTEX\)](#)

Agente Temporaneo (M/F) Product and Change Manager to the Director of Operations Division Rif.: 13/TA/AD10/17.1 Grado: AD10

Scadenza: **15 luglio 2013**

Luogo: Varsavia, Polonia

[Per saperne di più](#)

Varie scadenze

Agente Contrattuale Security Guard Rif.: 13/CA/FGI/15.1 Grado: FGI

Scadenza: **7 luglio 2013**

Luogo: Varsavia, Polonia

[Per saperne di più](#)

Agente Contrattuale Assistant to Relex Rif.: 13/CA/FGIII/14.1 Grado: FGIII

Scadenza: **17 luglio 2013**

Luogo: Varsavia, Polonia

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| <p><u>Per sapere di più</u> Agente Temporaneo Senior Operational Analyst – Processing of Personal Data Rif.: 13/TA/AD8/18.1 Grado: AD8 Scadenza: 22 luglio 2013 Luogo: Varsavia, Polonia <u>Per saperne di più</u></p> <p>Agente Temporaneo (M/F) Senior Software Developer Rif.: 13/TA/AD8/19.1 Grado: AD8 Scadenza: 31 agosto 2013 Luogo: Varsavia, Polonia <u>Per saperne di più</u></p> | |
| <p><u>Agenzia europea per la sicurezza marittima (EMSA)</u> Agente contrattuale (M/F) Project Officer Integrated Services to Frontex Grado: FG IV Rif.: EMSA/CA/2013/08 Luogo: Lisbona, Portogallo <u>Per saperne di più</u></p> | <p>26/07/2013</p> |
| <p><u>Agenzia europea per la gestione operativa dei sistemi IT su larga scala (EU-LISA)</u> Agente Temporaneo (M/F) Research and Development Officer Rif.: eu-LISA/13/TA/AD7/29.1 Grado: AD 7 Luogo: Tallinn, Estonia <u>Per saperne di più</u></p> | <p>26/07/2013</p> |
| <p><u>ASSISTANT at Orgalime</u> The assistant will provide administrative, organisational and information support to the Standardisation & Technical Policy team. Main tasks will include:</p> <ul style="list-style-type: none"> - Organisation and follow-up of meetings - Contact point - Managing databases (contacts, documents) - Researching and monitoring of information on technical issues - Drafting documents (minutes of meetings, letters, news articles) <p>Profile</p> <ul style="list-style-type: none"> - English mother tongue or equivalent level (knowledge of other languages incl. French is an asset) - At least two years experience in administrative support, preferably in an international / European environment - At least personal assistant degree - Excellent IT knowledge (proficient in the use of current Microsoft Office tools, database and database and Web-browser software, and perhaps web-developing tools) - Excellent organisation and coordination skills – ability to do multi-tasking and work planning - Communication skills <p>If you are interested, please send your CV and salary expectations to Orgalime - Jo Decaluwe – 80 Bd. A. Reyers – 1030 Brussels e-mail : jo.decaluwe@orgalime.org or call 02/706.82.60. www.orgalime.org Deadline : 29 July 2013 – Interviews between 6 and 14 August. See more at: http://www.orgalime.org/page/job-opportunities#sthash.mWRICsSL.dpuf</p> | <p>29/07/2013</p> |

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| <p><u>Ufficio europeo di polizia (Europol)</u> Agente Temporaneo Vicedirettore Europol Rif : AD/01 Grado: AD13 Luogo: L'Aia, Paesi Bassi <u>Per saperne di più</u></p> | <p>30/07/2013</p> |
| <p><u>DIRECTOR - DG AGRICULTURE AND RURAL DEVELOPMENT</u> at the European Commission DG AGRICULTURE AND RURAL DEVELOPMENT DIRECTOR (GRADE AD14) Director for direct support, management of market measures, promotion Brussels COM/2013/10336 The Directorate-General for Agriculture and Rural Development promotes the sustainable development of Europe's agriculture and ensures the well-being of its rural areas. The Directorate is responsible for ensuring the proper functioning of the direct support system, developing a sustainable agricultural sector with respect for environmental, food safety, animal welfare and health standards, ensuring good management of market intervention measures and promoting EU agricultural products.</p> <p>Your responsibilities:</p> <ul style="list-style-type: none"> • Overall strategic orientation and management of the Directorate • Ensuring overall guidance and direction of the main policies falling within the remit of the Directorate • Managing, in conjunction with Member States, a budget amounting to ca. 2/3 of total CAP expenditure <p>Your skills:</p> <ul style="list-style-type: none"> • Good knowledge of the Common Agricultural Policy and the related institutional framework • Proven management experience and leadership skills • Confirmed communication, negotiation and networking skills <p>Application / information: Please consult the Official Journal C 192 A of 3 July 2013 for the detailed vacancy notice as well as the eligibility and selection criteria.</p> <p>Registration for applicants: https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/</p> <p>The closing date for registration is 31 July 2013, 12.00 CET.</p> | <p>31/07/2013</p> |
| <p><u>Impresa congiunta Clean Sky (CLEANSKY)</u> Agente Temporaneo (M/F) Project Controller Rif. Clean Sky/PR CONTR 2 Grado: AD 7 Luogo: Bruxelles, Belgio <u>Per saperne di più</u></p> | <p>1/08/2013</p> |
| <p><u>Agenzia europea delle sostanze chimiche (ECHA)</u> Agente Contrattuale Archives and Mail Registration Assistant Rif.: ECHA/CA/II/2013/003 Grado: II Location: Helsinki, Finland <u>Per saperne di più</u></p> | <p>2/08/2013</p> |
| <p><u>Accademia europea di polizia (CEPOL)</u> Agente Temporaneo (M/F) ICT Assistant Rif.: CEPOL/2013/TA/005 Grado: AST 3 Luogo: Bramshill, Gran Bretagna <u>Per saperne di più</u></p> | <p>14/08/2013</p> |

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| <p>ECONOMISTE, Michelin groupe français leader mondial de son secteur, recherche activement un économiste (H/F), chargé de mission en Affaires Publiques, pour un poste basé à Paris.</p> <p>Vous serez rattaché au Directeur des Affaires Publiques du Groupe, et serez le référent de son équipe sur les sujets économiques. Vous aurez plus spécifiquement la responsabilité:</p> <ul style="list-style-type: none"> • d'assurer la veille de la dimension économique des programmes politiques et gouvernementaux, des propositions d'organisations professionnelles et de consultants externes. • d'évaluer et de valoriser l'enjeu économique de ces politiques publiques pour le Groupe ou pour ses partenaires (développement industriel, transport routier, commerce international, environnement, santé...) • d'identifier l'impact économique des politiques publiques sur les programmes d'aides publiques et de soutien aux investissements des entreprises (participation des états ou des collectivités locales). <p>Pour ces missions, vous serez en contact réguliers et directs avec les organismes d'état, les organisations professionnelles et les responsables des business-unit du Groupe.</p> <p>Vous êtes titulaire d'un diplôme Bac + 5 en économie, ou issu d'une école de commerce.</p> <p>Vous avez une expérience reconnue d'au moins 10 ans sur un poste d'économiste, dans des organisations internationales, des organisations professionnelles, des entreprises ou des cabinets de conseil en Affaires Publiques.</p> <p>Une très bonne maîtrise du français et de l'anglais, à l'écrit comme à l'oral, est indispensable.</p> <p>Pour postuler, rendez vous sur notre site www.michelincareers.com, annonce numero 13001279, ou suivez le lien: http://www.michelincareers.com/fr/fre/michelin/offre/13001279</p> | <p>16/08/2013</p> |
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Opportunità di stage

| Posizione | Scadenza |
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| <p>Programma di "tirocini brevi"</p> <p>Si tratta di un programma di formazione istituito dalla Commissione Europea in favore dei funzionari delle pubbliche amministrazioni centrali, regionali o locali dei Paesi membri, impegnati da almeno 6 mesi in un settore afferente la sfera delle politiche comunitarie e con un'anzianità di servizio compresa tra 6 mesi e 5 anni.</p> <p>E' articolato in tre sessioni, per ciascuna delle quali vengono messi a disposizione quattro posti. Il tirocinio, della durata di dieci giorni, consta di una serie di visite e di presentazioni tenute da relatori di alto livello delle principali istituzioni dell'U.E. (Commissione, Consiglio, Parlamento europeo, Corte di giustizia, Comitato economico e sociale europeo, Comitato delle Regioni) ed un periodo di affiancamento di un funzionario</p> | <p>22/07/2013</p> |

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| <p>comunitario.</p> <p><u>Posizione aperta</u> Svolgimento sessione autunnale : 10 – 22 novembre 2013 Durante la sessione autunnale non sono previste visite ed affiancamenti presso le seguenti Direzioni Generali: D.G. Trade D.G. Environment D.G. Clima</p> | |
| <p><u>Agenzia europea per la sicurezza marittima (EMSA)</u> Tirocinante (M/F) Traineeship - Autumn Session 2013 Rif.: ESMA/TRAINEESHIP/2013/02 Luogo: Lisbona, Portogallo <u>Per saperne di più</u></p> | <p>24/07/2013</p> |
| <p><u>Translation internship - Into French at MO Group</u> Location: Gulledele 94 - 1200 Brussels – Belgium Duration: 6 to 12 months, full-time (38 hours/week) Availability: as of September 2, 2013 onwards We are a rapidly growing Brussels-based company dedicated to technical, software, website, and game localization. We offer internship opportunities to translation students willing to acquire their first work experience within the localization industry.</p> <p>This translation intern function entails but is not limited to the following activities: -Assisting with translation and/or proofreading of texts into your native language -Assisting with the quality assurance of the translated materials -Assisting with the translation memory maintenance -Assisting with the term base creation</p> <p>YOU -Are a student in translation or a related field -Are a native speaker in French -Are interested in gaining first-hand experience in translation and proofreading -Have a good command of English, both written and oral -Have some practical knowledge of CAT tools -Are eager to learn, with a positive attitude</p> <p>WE OFFER -A unique opportunity to learn and gain relevant practical work experience before (or right after) graduating in an international environment -Hands-on involvement in actual localization projects -A 6-to-12-month full-time paid internship in an exciting company</p> <p>Interested? Please send your CV with a cover letter to: hr.internship@mogi.eu.com Internships are available throughout the year starting from September 2, 2013. Please specify the time period you are applying for.</p> | <p>25/07/2013</p> |
| <p><u>EU Events Officer at the British Chamber of Commerce in Belgium</u> This role is crucial to provide an in-depth and quality coverage of the relevant task forces within the EU Committee. The candidate will be responsible for the event organisation of three task forces.</p> <p>The job holder will have to provide support to the three task forces. This will consist of organising events agreed by the task force leaders. He/She will maintain a performance monitoring role; communicating effectively with the task force chairs; building and maintaining relationships with existing and new members of the EU Committee; developing ad hoc projects as necessary to deliver for these members. They should also be</p> | <p>27/07/2013</p> |

able to speak in French and English. We are looking for an individual with a high level of organisation, and an understanding in the EU institutional process.

The British Chamber Intern Programme is an ongoing **6 month and/or year internship programme** where they work with the British Chamber team and develop their organizational and communication skills, acquire project management skills, gain cross cultural awareness and learn how to work in a culturally diverse workplace.

Key Responsibilities

- Maintain a performance monitoring role: with monthly reporting, providing an early warning system to identify problems and acting accordingly, providing information and programme planning support to the task force
- Ensuring task force projects/events match EU institution policies: self- briefing through social media and relevant contacts on the latest state of play to create a personal dossier for each task force area.
- Maximizing sponsorship income for policy events and activities through the development and maintenance of effective relationships with potential sponsor companies
- Foster close links with task force members on policy matters, understand their objectives and policy interests and how to achieve them proactively, creatively and effectively through the activities of the task forces
- Developing quality events that clarify the work of institutions and how businesses can cooperate; satisfy members expectations and allow them to influence EU policy making
- Pro-actively promoting the task force programme to potential members, being familiar with companies based in Brussels, being able to identify the right players and how to engage them.
- Business Development: Proactively identifying prospects, developing contacts for sales opportunities for CEO/CD
- Broad understanding of EU decision-making process and key decision-making individuals
- Opportunity spotting & flagging of events of interest

Type & length of internship Full time internship – is where work is performed on regular basis as if working for the organisation.

Length Typically interns start in August/September through until January/February or January/February through until May/June. However we can be flexible, depending upon college requirements.

Financial aspects British Chamber is a not for profit organization but we do provide a small payment during the internship. Interns are able to participate in British Chamber events and courses at no cost.

What we look for in an Intern Any intern joining us should reflect the same characteristics that we look for in our staff members: Self motivated, confident, proactive, positive, good level of written and spoken English, willing to help out in any area

Application and information If you are a student considering taking part in the BCCB Intern Programme for the EU Committee (& Brussels New Generation), please send your CV and motivation letter to Uzma Lodhi at uzma@britcham.be or call +32 2 540 90 30.

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| <p><u>Editorial & Communications Intern at EurActive</u></p> <p>Responsibilities include</p> <ul style="list-style-type: none"> • Research, report and write on EU policies (experience in the EU institutions welcome) • Media monitoring • Assist with sub-editing articles • Validate and/or rewrite information on EU policies • Prepare articles for publication • Accomplish various administrative tasks <p>Profile</p> <ul style="list-style-type: none"> • School of Journalism or other equivalent studies • First experience in writing articles, blogs or other, but as a minimum a proven interest in journalism • Native or near native English as well as German/French • Fast, entrepreneurial, team-player, hard-working, "hands-on" approach • Able to work independently • Good phone, inter-personal skills and knowledge of MS Office <p>EurActiv Offers :</p> <ul style="list-style-type: none"> • Interesting tasks in a multicultural environment (international team of 35 people) • Insight into EU politics • Insight into the work of a Brussels based EU affairs media • 6 month remunerated internship and possible extension <p>CONTACT: Please send relevant CV with short covering letter and ideally some articles by no later than 30 July 2013, to selection@euractiv.com</p> | <p>30/07/2013</p> |
| <p><u>Communication / Advocacy internship at Glass for Europe</u></p> <p>Glass for Europe's manufacturers of flat glass. Glass for Europe has four members: AGC Glass Europe, NSG-Group, Saint-Gobain Glass and Sisecam-Trakya Cam and works in association with Guardian. Altogether, these five companies represent 90% of Europe's flat glass production.</p> <p>Tasks:</p> <p>The intern's activities will be devoted to strengthening the communication and advocacy component of the trade association. In particular, he or she will be expected to:</p> <ul style="list-style-type: none"> • Monitor and analyse EU policy developments relevant to the flat glass industry; • Draft the Glass for Europe newsletter and other communication materials; • Update the Glass for Europe website and develop social media presence; • Assist in the daily association work of the Public Affairs Officer and Secretary General. <p>In a small association, the intern will also be asked to take its share of the administrative tasks such as arranging and supporting meetings, assisting with correspondence, etc.</p> <p>Please send your curriculum vitae with a one-page cover letter to info@glassforeurope.com</p> | <p>5/08/2013</p> |

TIROCINI PRESSO LA RAPPRESENTANZA DELLA COMMISSIONE EUROPEA (ROMA E MILANO)

La Rappresentanza offre tirocini non retribuiti per laureati della durata di tre mesi.

Per partecipare alla selezione è necessario inviare una lettera di motivazione e un CV aggiornato all'attenzione del *Direttore della Rappresentanza* utilizzando il seguente indirizzo e-mail: comm-rep-mil@ec.europa.eu.

Nel messaggio è necessario specificare il periodo di preferenza. I richiedenti, selezionati sulla base delle informazioni inviate, saranno convocati presso la Rappresentanza per un colloquio. Si richiede una buona conoscenza di almeno una delle tre lingue di lavoro della Commissione (inglese, francese, tedesco).

I tirocinanti selezionati verranno inseriti in uno dei tre settori della Rappresentanza (Stampa, Comunicazione e Documentazione).

Per svolgere il tirocinio presso la Rappresentanza è inoltre necessario avere una copertura assicurativa contro gli infortuni sul lavoro e per la responsabilità civile. Per provvedere a questa copertura, la Rappresentanza già ha stipulato delle Convenzioni con varie università dell'Italia settentrionale.

Qualora l'università di appartenenza del richiedente non faccia parte degli istituti convenzionati, c'è la possibilità di richiedere alla Rappresentanza di stipulare un accordo con il proprio istituto.

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Lavorare nelle istituzioni europee

Le Istituzioni e gli organi dell'Unione europea selezionano personale altamente qualificato attraverso l'organizzazione di concorsi generali. L'Ufficio europeo di selezione del personale (**[EPSO](#)**), addetto all'organizzazione e all'istituzione di tali concorsi, si impegna a garantire che attraverso le procedure di selezione applicate sia selezionato, a partire da una piattaforma geografica più vasta possibile tra i cittadini di tutti gli Stati membri dell'Unione, il personale in possesso delle qualifiche migliori in termini di capacità, efficienza e integrità.

La selezione si basa sul merito, che viene valutato nell'ambito di una competizione leale e aperta. L'EPSO ha pubblicato sulla Gazzetta ufficiale dell'Unione europea delle disposizioni generali relative ai concorsi. Leggi la **[guida](#)**

Per il collocamento di funzionari di grado elevato (senior management) la Commissione europea organizza delle **[procedure specifiche di selezione pubblica](#)**

- **[Ufficio europeo di selezione del personale](#)**
- **[Esperti nazionali distaccati \(END\)](#)**

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