

NATO UNCLASSIFIED

HEADQUARTERS ALLIED MARITIME COMMAND

INTERNSHIP PROGRAMME

JOB DESCRIPTION

DIVISION: CMI / CIMIC / MILPART

BRANCH: MILITARY PARTNERSHIP

DESCRIPTION OF INTERNSHIP PROJECT: Responsible to Branch Head in support to Allied Maritime Command for all matters pertaining Military Partnership, including:

- Preparation of MARCOM engagements with Non NATO Partner Nations,
- Support the drafting of Military Partnership policy papers
- Support the preparation of NATO Standing Maritime Group Visits to Non NATO Countries
- Coordinate routine Military Partnership activities
- Act as alternate fund manager for the Division
- Support to MARCOM CMI / CIMIC on a case by case basis

The intern should be willing to accept temporary duty travel and the performance of official duties on behalf of HQ MARCOM at locations within MARCOM's Area of Responsibility (AOR) and NATO Partner Countries within the framework/ categories Partnership for Peace, Mediterranean Dialogue, Istanbul Cooperation Initiative and Partners around the Globe.

EXPECTED DELIVERABLES:

- Draft Point and Policy Papers
- Prepare conferences and workshops
- Prepare and schedule meetings

MINIMUM LEVEL OF EDUCATION: Student or Graduate of a Bachelor

AREA OF STUDIES:

- International relations (IR) or
- International affairs (IA) or
- Public affairs

ADDITIONAL SPECIALTIES: None

FIELD OF EXPERIENCE/INTEREST: International affairs and public diplomacy

SKILLS (get involved, inspire, mobilise, provide advice)

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- Interpersonal skills (to work with people of different nationalities, backgrounds).
- Time Management (to work with tight deadlines).

IT SKILLS: Good working knowledge of Microsoft Office Products

SECURITY CLEARANCE LEVEL REQUIRED: NATO SECRET

PRIMARY SPONSOR: CDR Rudiger SOLF, Tel no 01923 956698

ALTERNATE SPONSOR: CDR Stelvio SAVINA, Tel no 01923 956673

PREFERRED START DATE: 1ST quarter 2020

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