



## EUROPEAN SECURITY AND DEFENCE COLLEGE

### ESDC INTERNSHIP 2025 OPEN FOR APPLICATIONS

We are delighted to announce that we are accepting applications for internships. The aim of the internship is to offer candidates the opportunity to work at the European Security and Defence College (ESDC), where they will help with the organisation and running of ESDC activities. This will help them gain a better understanding of the EU's Common Security and Defence Policy (CSDP), in the overall context of the Common Foreign and Security Policy (CFSP), as part of their studies.

**The internship is aimed at students who are currently enrolled on a bachelor's or master's degree course in a relevant subject at an academic institution/university.**

#### **Who we are**

As set out in Council Decision (CFSP) 2020/1515 of 19 October 2020, the mission of the European Security and Defence College (ESDC) is to provide training and education in the field of the EU's Common Security and Defence Policy (CSDP) in the wider context of the European Common Foreign and Security Policy (CFSP), in order to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel and to identify and

disseminate best practice on CFSP and CSDP-related issues through its training and education activities.

The ESDC works under the overall responsibility of the High Representative of the Union for Foreign Affairs and Security Policy (HR). The European External Action Service (EEAS) supports the HR in the exercise of his or her mandate, which consists of conducting and implementing an effective and coherent EU CFSP, representing the EU in international fora and chairing the Foreign Affairs Council. The EEAS also supports the HR in his or her capacity as Vice-President of the Commission with regard to his or her responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat of the European Parliament.

### **Legal basis**

Council Decision (CFSP) 1515/2020 of 19 October 2020 establishing a European Security and Defence College (ESDC).

### **Eligibility criteria**

Candidates must:

- a) be nationals of a Member State of the European Union;
- b) be currently enrolled in an academic institution/university with a view to obtaining a bachelor's/master's degree or equivalent in a field relevant to the ESDC's activities;
- c) be enrolled in an academic institution/university for the entire duration of the internship;
- d) have insurance that covers sickness and accidents for the entire duration of the internship;
- e) have a thorough knowledge of one EU working language (either English or French); a satisfactory knowledge of another language is an asset.

## **Selection criteria**

### Qualifications

- academic achievements;
- academic profile;
- international profile;
- work experience.

## **Rights and duties of interns**

Interns are placed under the responsibility of a mentor.

Interns are required to comply with the instructions given by their mentors and by their superiors at the ESDC, and to maintain the highest standards of personal integrity, impartiality and courtesy.

Interns must carefully record their activities and submit a report to their mentor at the end of their internship. The ESDC will provide a certificate confirming the internship.

Interns may participate in ESDC work trips subject to budget availability.

Interns work the same working hours and have the same official public holidays as ESDC staff, and are entitled to two working days of leave per month.

## **Financial matters**

Interns will be granted a monthly allowance of EUR 1 300. If they receive a grant (e.g. from the Erasmus+ programme), the ESDC will reimburse the difference up to the amount of EUR 1 300.

Interns will be reimbursed for expenses in the event of occasional missions.

Interns who terminate their contract early will be required to reimburse any part of the allowance they have already received relating to the period after the date of termination.

## **Equal opportunities**

The ESDC is committed to an equal opportunities policy for all its staff and applicants. The ESDC is committed to promoting gender equality and to preventing discrimination on any grounds. It

actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis among the EU Member States. We aim to run a service which is truly representative of society, where each staff member feels respected, can give their best and develop their full potential.

Candidates with disabilities are invited to ask [esdc-vacancies@eeas.europa.eu](mailto:esdc-vacancies@eeas.europa.eu) to accommodate any special needs and provide assistance to make it possible for them to attend the selection procedure on an equal footing with other candidates. If a candidate with a disability is selected for an intern position, the ESDC is committed to providing reasonable accommodation *mutatis mutandis* Article 1d(4) of the Staff Regulations.

### **Duration of the internship**

First period: 16 January - 15 May 2025

Second period: 1 April - 31 July 2025

(Third period: 1 September - 31 December 2025; to be published in March 2025)

### **Application procedure**

Candidates must submit their CV and motivation letter in English or French in PDF or Word, using the European CV format:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Candidates must submit their application by email only to the following address:

[esdc-vacancies@eeas.europa.eu](mailto:esdc-vacancies@eeas.europa.eu). Each application will be screened based on the requirements for the internship. The most suitable applicants will be called for an interview by the ESDC as soon as possible.

- Candidates shall indicate the availability of the internship (period);
- Candidates shall indicate a point of contact/supervisor of an academic institution/university.

Incomplete applications will not be considered.

**The closing date for the submission of applications is 1 November 2024 at 12:00 (CET).**

**Place of work: Brussels, Belgium**

### **Data protection**

The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The purpose of processing candidates' personal data is to manage applications with a view to possible preselection and recruitment. More information on personal data protection can be found on the EEAS website:

[https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection_en)

**For further information, please contact:**

**Administrative questions:** [alberto.bragadin@eeas.europa.eu](mailto:alberto.bragadin@eeas.europa.eu)

**Selection and profile-related questions:** [jessica.gussarvius@eeas.europa.eu](mailto:jessica.gussarvius@eeas.europa.eu)

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