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## Leonardo-Internship with TRIALOG

TRIALOG is an EU-funded project focusing on development NGOs (NGDOs) in the enlarged EU (member states of 2004 and 2007) and Accession Countries (AC). Its objectives include raising awareness of development issues in the above-mentioned countries and supporting local NGDOs to build strong platforms and engage in development policy issues both at national and EU level.

TRIALOG is currently looking for an **Intern** within the framework of the European lifelong learning - **Leonardo da Vinci Programme**. The person applying has to be proposed by an officially registered Sending Organisation (for example universities).

**Period:** February to July 2013 (6 months)

### Tasks and responsibilities

- Support the systematisation and knowledge transfer within TRIALOG (research on the history and context of previous TRIALOG phases, contribute to the writing of the outcome document of the systematisation).
- Support TRIALOG events (e.g. preparation of the Partnership Fair, Training for Multipliers and other TRIALOG events).
- Contribute to the TRIALOG Newsletter and support the publication of the annual Bulletin.
- Carry out other office support tasks as and when necessary, including some administrative tasks. Support the different areas of TRIALOG work (information, capacity building).

### Requirements

- Recent graduate in a subject related to International Development, European Affairs, Political Science or similar.
- Familiarity with development cooperation, the EU neighbourhood and pre-accession regions.
- Interest in the newer member states of the EU.
- Strong work ethic and willingness to play an active role in a small international team.
- Excellent communication skills and fluency in English.
- Skills in writing, organisation of events

### Contract:

- The contract will be signed under the terms of the lifelong learning - Leonardo da Vinci Programme, which provides the intern with a monthly financial support.

- The intern and the sending organisation undertake to manage transport, accommodation, visa/work permit arrangements and social security cover and insurance.
- TRIALOG will provide the intern with lunch vouchers.
- The position will last for a total of six months, including a trial period of one month.

**Closing date for applications:** 10<sup>th</sup> of December 2012  
**Interview dates (via skype):** 17<sup>th</sup> – 19<sup>th</sup> of December 2012  
**Starting date:** 1st of February 2013  
**Working time:** 30h/week  
**Based in:** Vienna, Austria

**We strongly encourage applicants from newer EU member states.**

**Please apply via e-mail**, using the subject “Internship”.  
Your application should be addressed to:

Christine Bedoya  
TRIALOG Director  
Wilhelminenstr. 91/ If  
1160 Vienna  
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