



PRIMA Internship program

Vacancy note

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Article 185 TFUE in collaboration with 19 Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. PRIMA Programme is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

PRIMA has launched a program that allows young people from the South Mediterranean countries¹ of the organization the possibility of doing internships in the organization.

The main objective is that PRIMA interns acquire knowledge and later be able to develop their professional careers in their respective countries.

Responsibilities

The responsibilities of the intern will consist in assisting all the staff of PRIMA, but mainly to the Administrative Assistant and to the Project Officers.

In particular, while assisting the Administrative Assistant, the intern will learn how to take care of correspondence, reports and other documents, take minutes at meetings and distribute them, welcome and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff, provide meeting support as needed (e.g. scheduling conference rooms, catering, logistics), assist in preparation of materials for the Director and Deputy Director, assist with the completion of filings for the association, assist with review of administrative procedures and development of systems to assure compliance by all staff, maintain inventory for office supplies and computer software, responding to staff requests for administrative support as needed, booking travel and hotel arrangements as needed, organization of booths at international exhibitions, maintain and update database as needed, and Coordination of meetings, training sessions, international conferences and other activities of the organization.

¹ Algeria, Egypt, Israel, Morocco, Tunisia, Jordan, Lebanon and Turkey.



Secondly, while assisting the Project Officers, the intern will learn how to make the preparation of call documents, publication of calls, preparation of evaluation documents, organization of expert's selection, organization of evaluations, preparation of grant documents, negotiation of grants, preparation of grant reporting documents as well as review of reporting and general follow up of downstream contracts.

Requirements

Legal:

- Be younger than 25 years old.
- Not be a citizen of a State of the European Union, of the European Economic Area or of Switzerland, or family member of citizens of these countries to which the regime of citizen of the Union applies.
- Not to be prohibited from entering Spain and not to be rejected as a territorial space in countries with which Spain has signed an agreement in this regard.
- Have a public or private disease insurance arranged with an insurer authorized to operate in Spain.
- Lack of criminal records in Spain and in their previous countries of residence during the last five years for crimes existing in the Spanish legal system.
- Do not suffer from any of the diseases that can have serious public health repercussions in accordance with the provisions of the 2005 International Health Regulations.

Internal:

- Candidates must have a university degree (or equivalent) linked with the fields of the activity of PRIMA (e.g. science, sustainability, agriculture, engineering, etc.).
- Candidates must possess their civil and political rights and they must not have any conflict of interests with PRIMA, and be national of one the South Mediterranean countries of the organization.
- Candidates must have a good written and verbal communication skills in English.
- Other desirable skills for the intern include:
 - Strong interpersonal skills.
 - Good team player.

Conditions

The employee will work at the PRIMA Secretariat in Barcelona, under an internship agreement of non-labor practices.



Duration of the internship: 9 months.

Monthly gross scholarship amount: 1.200 €.

The beginning of the internship will take place once the candidate obtains the stay authorization for non-labor practices in Spain, issued by the diplomatic mission or Spanish consular office of the candidate (this process can take, approximately, 3 months). PRIMA will assist the candidate during this process, but the candidate will have to lead it once the internship agreement is signed by both parties.

In addition, the candidate will have to sign a compromise to return to his/her country once the internship is completed, and will receive, if so, a certificate and/or a recommendation letter from PRIMA for the successful completion of the internship.

Applications

The deadline to submit the applications will be **5th November 2018 at 17:00 PM CET**. Applications shall include the candidate's CV, a motivation letter and a copy of his/her identity card or passport.

Please note that only a short list of candidates will be contacted. Contacted candidates will receive a notice asking them to attend a virtual interview at least seven calendar days before it takes place.

Applications shall clearly state that they are for the "Internship" position and shall be submitted to recruitment@prima-med.org.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status or religion/belief.