Amnesty International’s European Institutions Office offers a traineeship in the area of EU Foreign Policy (focusing on the Middle East, North Africa, Eastern Europe and Central Asia – CFSP2). The successful candidate will join our team in Brussels from mid-September 2014 for 10 months and will assist the Executive Officer in his respective tasks. In doing so under his guidance, the trainee will acquire enhanced skills in lobbying as well as a deep understanding of how human rights work is dealt with in practice.

The overall goal of Amnesty International’s work in this area is to ensure that the EU puts human rights at the heart of its foreign policy and makes use of all its diplomatic instruments to promote human rights in third countries and multilateral fora.

The traineeship implies a number of administrative tasks and requires flexibility with regards to assignments of tasks and level of responsibilities.

Please clearly mention the position you are applying for in the application form and in the subject line of the email.

**TRAINEESHIP DESCRIPTION**

**Job Title:** EU Foreign Policy Assistant: Middle East, North Africa, Eastern Europe and Central Asia (CFSP2)

**Reports to:** EU Foreign Policy Executive Officer

**Duration:** 10 months (September 2014 onward)

**TASKS INCLUDE**

1. **General**
   - Monitoring and analyzing EU policy and human rights-related developments in the regions of interest
   - Attending relevant meetings, conferences, seminars and hearings in Brussels
   - Liaising with EU officials, member states’ representatives, the Council of Europe, AI international secretariat and national sections and other NGOs;
   - Assist the Executive Officers in administrative tasks as required.

2. **Policy**
   - Mapping EU policy and legislative developments
   - Assisting in formulation and follow-up of advocacy activities towards the EU institutions, as well as in drafting advocacy letters, briefings and other documents
   - Researching and disseminating information on relevant issues to AI internal and external contacts, including responses to queries from the EU institutions and AI offices
   - Occasionally representing AI vis-à-vis the EU institutions, NGOs and others as appropriate
   - Communication with external stakeholders (EU institutions and advocacy partners)
   - Communicate with Amnesty offices across Europe and support them in their work on human rights in the EU.
Foreign Policy Traineeship: Middle East, North Africa, Eastern Europe and Central Asia

3. Administrative
- Updating and maintaining files, databases and mailing lists
- Sending out briefings/letters/Annual Reports
- Assisting with presentations and organisation of events and meetings
- Taking minutes and writing reports following meetings
- Coordination and chairing of roundtable discussions and meetings
- Drafting contributions for the AI EIO monthly newsletter
- Assisting with other administrative tasks

SPECIFIC SKILLS, KNOWLEDGE AND EXPERIENCE

- Educational background in political science, international/ European law, international relations or human rights law
- Strong knowledge of EU foreign policy and relevant work experience, preferably in one of the European Union institutions
- Passionate about human rights, with interest in advocating for human rights displayed through professional or voluntary activities
- Fluent in English, including good drafting skills. Proficiency in French is preferred. Other languages are an asset
- Excellent communication skills
- Ability to take on set tasks independently and to work as part of a team
- Ability to manage several files at a time, establish priorities and deal with conflicting demands
- Experience with multicultural environments and show tact, integrity and cultural sensitivity in dealing with assigned tasks;
- Standard computer skills (knowledge of Windows, Word, Internet Explorer)