

Terms of reference: Internship with EPIM

The European Programme for Integration and Migration (EPIM) is looking for an Intern to assist the EPIM Programme Manager from April 2012. Initiated by a group of foundations in 2005 through the Network of European Foundations (NEF), EPIM supports and strengthens NGOs active on migration and integration issues at the European level in order to:

- Uphold and defend the European commitment to Universal Human Rights and social justice, to ensure the dignity of all people in the European Union
- Promote a pragmatic approach to European and national policies on migration and integration
- Influence, through a grants programme, EU policies and their national implementation in the three focus areas: asylum seekers; undocumented migrants; and the equality, integration and social inclusion of vulnerable migrants.

Responsibilities

The EPIM Intern will support the EPIM Programme Manager in the development and implementation of all EPIM activities, under the supervision of the EPIM Executive Committee and in line with the overall coordination of NEF Executive Director. His/her duties will include:

- Assisting with the website, intranet and database maintenance
- Responding to queries from EPIM's partners and grantees
- Organising meetings and workshops
- Writing the minutes for meetings
- Drafting emails, briefings & reports
- Participating in the strategic learning and evaluation processes
- Monitoring developments in field EU migration and asylum and supporting knowledge-sharing as appropriate
- Representing the organisation at conferences

Requirements and qualifications

- Excellent academic record
- Keen interest in issues related to migration and integration
- Good understanding of the EU decision-making process
- Excellent communication and interpersonal skills
- Excellent English and working knowledge of another language
- Very good organisational skills
- Ability to work as a member of a small team
- Excellent IT skills: experience using Access databases, Excel and doing website maintenance will be highly valued

Conditions

- The internship will last 6 months
- This is a paid internship (net € 700/month)
- Occasional travel within Europe
- As per Belgian legislation, candidates will need to sign a "Convention d'Immersion Professionnelle".
- An 'accidents on the job' insurance is provided by NEF on behalf of the intern
- The Intern will be required to ensure his/her own medical coverage
- Desired start date: 2 April 2012

Please send your CV and cover letter to the following address: sheena.mcloughlin@epim.info by **Friday 24 February 2012**. Note that only shortlisted applicants will be contacted.