



## INTERNSHIP PROGRAMME ANNOUNCEMENT

**The Northern Dimension Partnership in Public Health and Social Well-being (NDPHS) Secretariat in Stockholm, Sweden is looking for motivated trainees to join the team to gain practical knowledge and professional experience related to the NDPHS activities.**

### WHAT'S IN IT FOR YOU?

The **NDPHS Internship Program** offers you an opportunity to round out your academic career with a hands-on experience in an international environment. The intent is that you will learn while contributing to the NDPHS work. The internship program allows you to bring innovative ideas, latest research experience and new perspectives into the NDPHS work and improve your skills while working in a professional environment. In addition, it is a way to enhance your CV with practical work experience.

It is expected that your educational background is related to the activities of the NDPHS. Read more about the NDPHS on the Partnership's website at [www.ndphs.org](http://www.ndphs.org).

The Internship Program usually lasts for **6 months** (can be up to 9 months) and is a **full-time (40 hours per week) assignment**. For the **part-time internship minimum 20 hours of commitment per week** is required.

You will mainly assist in the daily work of the staff member under whose responsibility you are placed. Daily responsibilities will depend on your educational background and experience as well as the internship period.

### WHO CAN APPLY?

To be eligible for an Internship you must be a recent university graduate in a field related to the NDPHS activities. Although completed university studies are considered an advantage, applications from students who are currently enrolled in a Bachelor's or Master's degree program and maintaining the student status throughout the internship, will be considered as well.

We are seeking candidates with a background in:

- Thematic fields such as Public Health, Social Wellbeing, Environmental Health, Social Sciences, Political Science, International Relations.
- Corporate Support Services fields such as Public Administration, Information Technology, Communications etc.

Only **citizens of the NDPHS [Partner Countries](#)** are eligible.

### **EQUAL OPPORTUNITIES**

We value diversity in our workplace, and encourage all qualified individuals with diverse professional and academic backgrounds to apply.

We apply equal opportunities and accept applications without distinction on the grounds such as age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

There is no age limit. The NDPHS internship programme does not exclude those who, in the framework of lifelong learning, have recently obtained or are in the process of obtaining a university degree and are at the beginning of a new professional career.

The NDPHS internship programme is not connected with employment opportunities.

### **LANGUAGES**

The successful candidate is expected to be highly proficient in spoken and written English which is the working language of the NDPHS.

### **TERMS AND CONDITIONS**

The situation regarding COVID-19 will be closely monitored and it will be decided at a later stage in autumn whether the internship will take place at the NDPHS Secretariat's office in Stockholm, Sweden or will be done remotely.

The NDPHS Internship programme offers a modest monthly scholarship grant of 10,000 SEK for the full-time internship to nationals of the NDPHS Partner Countries and pays a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence.

### **Visa, Housing and Health Insurance**

You are responsible for taking care of formalities with the Swedish authorities regarding your stay in Sweden including visa requirements. You are required to have a valid health insurance coverage during your stay in Sweden.

Housing arrangements are also your responsibility. The NDPHS Secretariat can assist you with information on accommodation in Stockholm.

## HOW TO APPLY?

Please send a **motivation letter** that summarizes

- your motivation, educational background, professional skills and expertise
- states your preferred starting time and length of internship
- lists 1-3 references

together with your **CV in English** in **Europass format** to [secretariat@ndphs.org](mailto:secretariat@ndphs.org).

The deadline for application is **18 September 2020 23:59 CEST**. The email subject line should be written as **“INTERN”**.

Please note that applications received after the deadline will not be considered.

Only short-listed candidates will be contacted.

A reserve list of candidates may be drawn up by NDPHS Secretariat following the interviews and used should additional internship opportunities arise. The reserve list will be valid for 12 months after the closure of the selection procedure.

## THE SELECTION PROCESS

Successful candidates will be selected based on their education, experience and motivation. You are expected to reply within 7 working days from the receipt of the offer.

If an application is unsuccessful you may re-apply in the future.

Questions regarding the application can be submitted to the NDPHS Secretariat at [secretariat@ndphs.org](mailto:secretariat@ndphs.org).