



**UNITEE**

New European Business Confederation

## EU PROJECT DEVELOPMENT & MANAGEMENT INTERNSHIP

### PURPOSE

As UNITEE's **EU Project Development and Management Internship**, you will have the great challenge of 'Learning by doing'. An internship at UNITEE offers **significant responsibilities** as well as **great freedom of initiative**.

#### Tasks:

- \* Analysis of European funding opportunities
- \* Understanding calls for proposal
- \* Development of effective project ideas
- \* Identification and collection of documents for the project submission
- \* Creation and management of transnational project partnership
- \* Filling in of Application Form for the submission of European Projects
- \* Planning the financial aspects of the project
- \* Management of relations with the partnership and with the European Commission
- \* Effective project management for reaching the project expected outcomes
- \* Quality Issues and Best Practices
- \* Monitoring and evaluation of European Projects
- \* Dissemination, exploitation and sustainability
- \* Project financial management
- \* External auditing

### REQUIRED COMPETENCIES/ SKILLS

#### Interpersonal skills

- Ability to work both independently and in a team (with people from different cultural background);
- Ability to take initiatives and be creative;

#### Communication and language skills

- Clear, concise style and proofreading techniques;
- Excellent oral and written communication skills;
- Excellent English;

#### IT skills

- Uses MS Excel, MS Word and Power Point software in a proficient manner;
- Knowledge of Indesign and Photoshop would be an asset.

#### Planning skills

- Planning skills, including the ability to facilitate meetings with project partners and to agree common plans and objectives;
- Understanding of project cycles.

**Duration:** 5 month

**Starting date:** 23<sup>h</sup> of march 2015

**Deadline for applications:** 16<sup>th</sup> of march 2015

**Location:** Brussels

**Expenses:** UNITEE cover interns' transport expenses via a contribution of 100 euros/month

Please send your CV and cover letter to: [akumcu@unitee.eu](mailto:akumcu@unitee.eu)