



UNIÓN EUROPEA
Delegación en México

INTERNSHIPS IN THE DELEGATION OF THE EUROPEAN UNION IN MEXICO

Guidelines

- The internships are unpaid;
- The insurance, travel costs and accommodation are to be paid fully by the interns;
- The visa formalities are under the responsibility of the interns;
- The interns must register with his/her respective Embassy in Mexico in case of emergency and/or natural disaster;
- The duration of an internship is six months; the selection period is twice a year described in the calendar below;
- At the end of the internship, a report by Head of Section will be prepared to assess the work carried out.

Selection criteria

- The candidates are students, preferably from the EU, with University degree in EU affairs. They may have completed their studies or be in their last year of studies; in this case, they should present a letter of recommendation from their University.
- Candidates should have an excellent command of Spanish and English, as well as being able to work in a multicultural environment and under pressure.
- Candidates must send a CV and a motivation letter to Mrs. Cristina Martínez: (cristina.martinez-castellanos@eeas.europa.eu - Tel: 00 52 55 55 40 33 45 to 47 Ext. 205).
- Candidates are requested to make a choice between the 3 Sections described below (Political, Press and Information – Trade and Economy – Cooperation).

Political, Press and Information Section

Profile

Studies

Preferably specialization in one or more of the following areas: EU affairs, law, political sciences, international relations, communication.

Knowledge

Languages: fluency Spanish and English, written and oral.

General

Good knowledge of the EU, interest in human rights, migration and security issues. Knowledge of Mexico's political situation.

Job description for Political Affairs

- Contribution to political briefings and speeches
- Elaboration of notes about specific political issues
- Elaboration of minutes and reports
- Participation in meetings and events
- Research and analysis

Job description for Press /Information

- Mexican Media analysis
- Research on Freedom of Expression in Mexico
- Press synthesis and report
- Updating of the web page
- Organisation of events
- Editing of printed material

Trade and Economic Section

Profile Trade and Economic Section

Studies:

Preferably specialization in one or more of the following areas: Economy, International Relations, Administration

Knowledge:

Languages: fluency Spanish and English, written and oral.

Informatics: MS Office in specific Excel, basic knowledge on internet data bases

General:

Good knowledge of the EU, information processing, analytical capacity, skills to work with figures.

Job description

- Main activity: Economic and statistical analysis of the bilateral trade between Mexico and the EU and other main commercial partners.
- Elaboration of notes on specific economic and trade issues.
- Elaboration of minutes and reports on meetings carried out with counterparts.
- Analysis and monitoring of press, publications of think tanks (IMCO, IQOM etc) international organisations (CEPAL, PNUD, OECD) and enterprises, as well as academic (articles, studies) and official publications (laws, regulations standard etc).

Cooperation Section

Profile

Studies

Preferably specialization in one or more of the following areas: Law, Sociology, international relations, political sciences, engineer or related areas.

Knowledge

Languages: fluency Spanish and English, written and oral.

Informatics: MS Office in specific Excel, basic knowledge on internet data bases

Knowledge of the Project Cycle Management –PCM.

Knowledge of Mexico's political structure and functioning.

General

Good knowledge of the EU, information processing, analysis capacity.

Job Description

- Reports of projects (success stories) financed by the EU.
- Participation in processes of evaluation of the calls for proposals.
- Analysis of public policies related to cooperation.
- Conferences to organizations of the Civil Society and authorities, related to cooperation opportunities with the EU.
- Reports of cooperation of the EU Member states and of international organisms.
- Documents preparation on EU cooperation for the web page of the Delegation.
- Participation in the management and evaluation of projects in course.

CALENDAR

INTERNSHIPS EVALUATION CALENDAR	
Selection for the second semester	
1 April – 31 May	Reception of the c.v's
June	Evaluation Committee meeting, each member section
August - September	Interns begin their practise
Selection for the first semester	
1 September – 31 October	Reception of the c.v's
November	Evaluation Committee meeting, each member section
January - February	Interns begin their practise