

# NRDC-GR INTERNSHIP PROGRAMME I/2020

NRDC-GREECE is proud to introduce its internship program (NIP) and provide current university students and recent graduates with the opportunity to intern at NRDC-GREECE, which is located in Thessaloniki, Greece.

Through its NIP, NRDC-GREECE is aiming to give young candidates from different backgrounds the prospect to be familiarized with specific areas of the organization. The NRDC-GREECE NIP will generally consist of up to ten interns. The cooperation with the HQ NRDC-GREECE is built upon the willingness of the prospect intern to cooperate with the HQ on a non-paid voluntary basis aiming to improve his/her educational qualifications.

We are generally interested in those with the following skillsets:

- **Information Technology**
- **Business Administration, Finance and Contracting**
- **International Studies**
- **Civil-military cooperation**
- **International Law**
- **Media/Journalism**
- **International Relations/ Law/ Islamic Studies/ Gender Studies**
- **Strategic Studies**
- **Information System Management/Informatics**
- **System Analysis and Design**

## 1. OBJECTIVES

The NIP has three main objectives:

- To provide interns with an opportunity to learn from the NRDC-GR community and gain a thorough understanding of the NRDC-GR and NATO in general.
- To provide NRDC-GREECE with access to the latest theoretical and technical knowledge that the interns can apply through practical project assignments.
- To expand the understanding of NATO in Alliance countries.

## 2. PROCEDURES

The NIP I/2020 is going to start in January 2020.

Following an internal assessment of specific projects proposed by Branches specifying duties and responsibilities for prospective interns, the NIP is bi-annually announced by the HQ NRDC-GREECE homepage and/or social media.

Internship applications must be submitted using the enclosed application form. The candidates CV must be attached to the application form, including their language and academic certificates. In addition, all interns have to submit a short motivation letter/essay, providing details on the motivation for an internship at NRDC-GREECE and on the expectations during the internship.

Following an initial screening by the HQ NRDC-GREECE NIP coordinators, verifying that applicants meet the required criteria for the NIP and ensuring a balanced distribution of the interns among NATO nations, the applications are going to be circulated among and assessed by the requesting Divisions/Branches, prior to the final decision making.

**The selection for the NIP I/2020 will be made early October 2019.** Once the selection has been made, all applicants will be informed accordingly. Applicants selected, will coordinate with the NIP coordinators the start date of the internship period, taking into account the HQ NRDC-GREECE needs, the availability of the selected candidate and the security requirements.

### **3. CANDIDATES**

The NIP is focusing on highly motivated candidates from a wide variety of disciplines including political science, international relations, security studies, law, economics, engineering, logistics, human resources, financial administration and management, accounting/auditing, information technology, language service, journalism, media communications and other relevant areas.

The NIP will be limited to up to ten interns per NIP, will last up to **six months** and for the following cases:

- **Internship program, as part of, or complementary to, a university degree program as arranged by the intern with his/her university (program starts in September)**
- **Internship program for, in principle, recent graduates at the Bachelor/Baccalaureate level, who are interested in a specific project that could support a Master's program as arranged by the intern with his/her university.**
- **Internship program for recent graduates of a Master or PhD program who are looking for work experience in an international environment as a first step to an international career.**

## **The calls for applications for the NIP I/2020 will close on Mon, 30 September 2019.**

Applications received after the above mentioned date won't generally be accepted.

As there are two calls for applications per year with two starting dates, in September or in January the following year, all applicants have to specify the desired period of internship being January or September.

### **4. ELIGIBILITY CRITERIA**

To qualify for an internship, the applicant must meet the following eligibility criteria:

- All applicants for an internship must be citizens of a **NATO member Nation**.
- All applicants must be proficient in the use of the English language.
- All applicants must have at least two years of successful university studies or equivalent.
- The program is open to current students or recent graduates (degree obtained within the last 18 months)

Only applications fulfilling the eligibility criteria will be taken into consideration. The others will be rejected automatically.

### **5. CONDITIONS OF INTERNSHIP**

The internship is provided on a **voluntarily basis and it is unfunded**. Arrangements for travel and accommodation and living expenses are intern's responsibility. Additionally, interns are required to be insured for social security and health care and they should meet on their own responsibility any requirements for student visa and residence permit in Greece.

### **6. APPLICATION FORM**

Only applications completed in accordance with the following instructions will be taken into consideration. The others will be rejected automatically.

Please attach a **CV**, a **short motivation letter/essay**, explaining and giving details about your motivation in applying for an internship at NRDC-GREECE and **respected certifications** (language, graduations etc.)

If you notice a mistake after you have submitted your application, please submit your application once again. Only the latest version of your application will be taken into consideration during the selection process.

## **7. SECURITY CLEARANCE**

Interns must possess a valid **NATO Personnel Security Clearance Certificate (PSCC)**, with NATO SECRET classification.

The delivery of the **PSCC** to the HQ Security Office of NRDC-GR upon arrival is **mandatory**. Further advice and support for the PSCC request will be provided, once an applicant has been selected as intern.

Be aware that the overall procedure requires up to three months period of time.

## **8. CONTACTS**

For further information on the NIP please contact us:

NATO Rapid Deployable Corps Greece  
G1 Branch/ NIP Coordinator  
Tel: +302310882619  
Pedion Areos Camp  
Thessaloniki Greece

Please send your **application no later than 30 September 19**  
for the NIP I/2020 to the following mail:

**[nrdcgr-internship@hrfl.grc.nato.int](mailto:nrdcgr-internship@hrfl.grc.nato.int)**

**NRDC-GR INTERNSHIP APPLICATION FORM**

**Date:**

**Name:**

**Address (residence):**

**Email Address:**

**Telephone Number:**

**Date of Birth:**

**Gender:**

**Nationality:**

**Education:**

**Specific Competencies/Specialty:**

**Preferred Period of Internship:**

**Preferred Area of Work:** Please make a choice of three, indicating order of preference

with #1 being your first choice

<input type="checkbox"/> <b>Human Resources</b>	<input type="checkbox"/> <b>Logistics</b>
<input type="checkbox"/> <b>Financial Administration</b>	<input type="checkbox"/> <b>Public Relations/Media</b>
<input type="checkbox"/> <b>Political Affairs</b>	<input type="checkbox"/> <b>Editing/Writing</b>
<input type="checkbox"/> <b>International Relations</b>	<input type="checkbox"/> <b>Web Support</b>
<input type="checkbox"/> <b>Defense Policy</b>	<input type="checkbox"/> <b>Information Management</b>
<input type="checkbox"/> <b>Crisis Management</b>	<input type="checkbox"/> <b>Translation</b>
<input type="checkbox"/> <b>Civil Military Cooperation</b>	<input type="checkbox"/> <b>Other.....</b>

**I have read and I agree to comply with the NRDC-GR Internship Program Directive.**

**Signature of Applicant**