

NRDC-GR INTERNSHIP PROGRAMME

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**
- **Public Affairs/Media/Journalism**
- **International Relations/ Law/ Islamic Studies/ Gender Studies**
- **Strategic Studies**
- **Information System Management/Informatics**
- **System Analysis and Design**
- **Medical Studies**
- **Linguistic Services**

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 annual programs are starting in January and October.

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.

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.**

Every NIP will be specifically announced approximately 4 months prior to the start in January/October. This announcement is indicating the duration of the application period. Applications received after the mentioned date won't generally be accepted.

As there are two calls for applications per year with two starting dates, in October or in January the following year, all applicants have to specify the desired period of your internship being January or October; nonetheless and in order to support your needs, also other preferred starting dates can generally be accommodated.

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.

Due to server restrictions, the size of your mail(s) **has to be less than 6 MB**; sending your application with all attachments in several mails is feasible and will be fully taken into consideration.

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 note that the application period for the NIP I/2021, starting in January 2021, has been closed on 1 Sep 2020. All applicants will be personally informed about the outcome of their application soon.

Nonetheless, applicants for future programs are kindly invited to already use the opportunity to send applications to:

nrdcgr-internship@hrfl.grc.nato.int

NRDC-GR INTERNSHIP APPLICATION FORM¹

Date:

Name:

Address (residence):

Email Address:

Telephone Number:

Date of Birth:

Gender:

Nationality:

Education:

Specific Competencies/Specialty:

Preferred Period of Internship:

Area of Expertise²:

<input type="checkbox"/> Human Resources	<input type="checkbox"/> Communication/ Media/ Public Relations
<input type="checkbox"/> Business Administration	<input type="checkbox"/> Linguistic Services (English translation, proof reading)
<input type="checkbox"/> Finance and Contracting	<input type="checkbox"/> Information Technology/ Informatics/ System Analysis and Design
<input type="checkbox"/> Political Studies	<input type="checkbox"/> Medical Studies
<input type="checkbox"/> International Law	<input type="checkbox"/> Other..... (please indicate)
<input type="checkbox"/> Civil Military Cooperation	
<input type="checkbox"/> International Relations	
<input type="checkbox"/> Public Relations	

- I have read and I agree to the NIP conditions as per HQ NRDC-GR homepage information and I hereby apply for the opportunity to voluntarily cooperate with NRDC-GR in the above field.
- I consent to allow my data to be collected and retained for a period of 12 months for administrative purposes as part of my NIP application.

Signature of Applicant

¹ Applications will be retained for up to one year as part of the HQ NRDC-GR internship pool. Following this period, all applications and submitted documents will be destroyed.

² Please make a choice of three (1-3), indicating the order of preference with 1, being your first choice.