

Internship at the Embassy of the Kingdom of Belgium in Zagreb

The Embassy of the Kingdom of Belgium in Zagreb offers internship opportunities for enrolled students in educational institutions/universities at the time of the internship from January to December 2024.

The internship has a duration of approximately 10 to 12 weeks.

The successful intern will support the embassy's consular section (eg.: administrative work, contact with clients, questions regarding visa applications) and provide support to the political section (research, providing synthesis and analysis, translation, media follow-up, social media contributions, notes on conferences ...).

Requirements

Eligibility only with the following knowledge and skills:

- enrolled university/higher education students at the time of the internship
- very good command of English, both orally and in writing
- knowledge of French and/or Dutch is an important advantage
- good written communication skills
- being able to prioritize, work swiftly, respect deadlines and deliver quality
- interest in Croatian – Belgian bilateral relations
- ability to undertake research and provide sound analysis and synthesis of political/economic topics
- experience with social media
- experience with administrative tasks
- attitude: eager to learn, work in team, communicate pro-actively, show initiative, eye for detail, be discreet and respect confidentiality

Conditions

The internship is without remuneration and under agreement with the Belgian Ministry of Foreign Affairs.

5-day/week schedule from 8h30-16h00.

Throughout the duration of the internship, you must be enrolled in an educational institution.

Two options are possible:

- the internship is part of the academic curriculum and therefore requires the obtaining of a certain number of study units or ECTS credits;

- the internship is not part of the academic curriculum, but has the approval of the educational establishment, which provides the Embassy with proof of its agreement.

You should be covered by the Croatian or Belgian Health System.

You should be covered by work accident insurance and civil liability insurance, through a policy taken out either by your educational institution or by yourself.

Procedure

Applications should be registered on the **platform eStage** <https://estage.diplomatie.be/post/> (currently only in French, Dutch and German; you can use Google translate to translate into English if necessary) to the attention of H.E. William De Baets, Ambassador of the Kingdom of Belgium in Croatia.

All applications have to be submitted in English, French or Dutch not later than 15th October 2023.

A preselection will take place on the basis of your resume and cover letter. Preselected applicants will be invited for a personal or online interview at the end of October.