

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	European Policy Centre (Centar za evropske politike – CEP)
Type of Organisation/Company	Non-governmental think tank organisation
Brief description of the Organisation/Company	<p>European Policy Centre (CEP) is a non-governmental, non-profit, independent think tank founded with the aim of improving the policy making environment in Serbia, by rendering it more evidence based, more open, inclusive and more substantially EU accession driven. CEP has been selected as one of the best think tanks in Central and Eastern Europe, according to the prestigious Global Go to Think Tank Index.</p> <p>Our mission is to enhance research and analysis as a basis for decision-making, provide high quality policy alternatives to improve the EU accession process and the positioning of Serbia as an equal partner to EU Member States. Our work is based on four programmes and cross-cutting areas that we strive to incorporate into the activities of each of the programmes:</p> <ol style="list-style-type: none"> I. Good Governance (government openness and accountability, public administration reform, democracy and rule of law, and more) II. Internal Market and Competitiveness (conditions for complying with the economic criteria for Serbia's EU membership) III. Regional Policy, Energy and Environment (social development, regional competitiveness, environmental protection, energy, and transportation) IV. Europe&us (EU accession and integration processes) V. Cross cutting themes: efficiency and effectiveness, equal opportunities (gender equality, social inclusion, anti-discrimination), environmental sustainability <p>With our evidence-based research findings, we intend to place these issues and their potential solutions on the agenda of decision makers. Our publications additionally address civil society, academia, media and wider public as well.</p>
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<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	<ul style="list-style-type: none"> • Political science



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	<ul style="list-style-type: none"> • International relations • Legal studies • European studies • Public administration, public management, good governance • Public policy • Environmental or sustainable development studies • Economics • Project Management • Data science • Other social sciences and humanities
Required skills of trainees	<ul style="list-style-type: none"> • A demonstrated interest in one of our programme areas, evidenced by prior academic or professional experience • Good knowledge of research methods • Excellent research, analytical and writing skills • Advance knowledge of Microsoft Office package (Word and Excel in particular)
Required language skills of trainees	<p>Excellent writing and verbal proficiency in English</p> <p>Knowledge of other languages will be considered an asset</p>
Possible tasks of trainees	<p>Possible tasks include but are not limited to the following:</p> <ul style="list-style-type: none"> • Participate in CEP’s current research activities • Develop own research project • Conduct desk research • Assist CEP’s researchers in developing policy products • Attend regular team meetings • Attend relevant events • Data visualisation • Participate in dissemination of research findings • Assist in organising events

<u>Additional Information</u>	
How should trainees apply?	<p>CEP gives internship opportunities to outstanding young professionals. If you are interested in our work and looking for an opportunity to gain useful experience by working in our dynamic team, please send the following documents to office@cep.org.rs or dragana.bajic@cep.org.rs</p> <ol style="list-style-type: none"> 1. Curriculum Vitae 2. Motivation letter (up to 500 words, mentioning the reasons for applying, skills and qualifications, and the field of work the candidate is interested in) 3. Writing sample in English (e.g. essays, articles, policy briefs, reports etc.)
Optional comments (e.g. duration, salary, accommodation)	<p>A prospective trainee will be engaged full-time in CEP’s premises, as an integral member of the think-tank’s team. The trainee will be working with a senior mentor according to his/her field of expertise. The minimum duration of the traineeship is two months and trainees are welcome continuously during the year, including summer.</p>

	<p>CEP will be able to assist in finding accommodation and provide all other necessary information.</p> <p>Belgrade, as the capital of Serbia, is a vibrant city offering plenty of opportunities for personal and professional development.</p> <p>For more information, please contact Ms Dragana Bajić (dragana.bajic@cep.org.rs)</p>
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