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[www.eftafairtrade.org/observatory](http://www.eftafairtrade.org/observatory)



## **Internship at EFTA - The European Fair Trade Association (Brussels Office)**

**Start:** End-March 2010

**Duration:** 6 months

**Deadline for application:** 14<sup>th</sup> February 2010.

EFTA is currently looking to recruit an intern to support its "Public Affairs: Mobilising action for Fair Trade Public Procurement" project for the period of at least 6 months, starting End-March 2010. The successful candidate will work in close collaboration with the "Public Affairs" Project and Policy Officer.

Public Affairs is a 3-year co-financed project that aims at mobilising public authorities to include Fair Trade criteria in their public procurement procedures. For more information on EFTA and the "Public Affairs" project, please visit [www.eftafairtrade.org](http://www.eftafairtrade.org)

### **Main tasks and responsibilities**

- Support to Public Affairs' Project and Policy Officer
- Update Observatory website and contact with web designer
- Collecting information and tenders on Fair Trade Public Procurement
- Draft articles for the website and compile newsletter
- Liaise with other organisations involved in environmental or social procurement
- Occasional translations
- Logistical and general administrative support
- Carry out other duties that may reasonably be required in the light of the main purpose of the job.

### **Educational/professional qualifications**

- Academic background in Political Science, Law, International Relations, or other relevant field
- Working knowledge of EU institutions and processes
- Experience or interest in Fair Trade
- Previous experience on Public Procurement would be an asset

### **Skills and abilities**

- Proficient written and verbal skills in English; German or Dutch would be an asset.
- Good working knowledge of standard office software (Word, Powerpoint, Excel); experience in website editing and/or writing on-line articles, blogs, and/or be familiar with online social communities would be an additional asset
- Enthusiastic and flexible personality with a sense of initiative
- Ability to proofread with strong attention to details
- Ability to work as part of a team and autonomously

### **Terms**

- The internship is based in Brussels
- The working language is English
- The Intern will receive approximately € 440/month

### **To apply**

Please apply by e-mail only, in English, with motivation letter and Curriculum Vitae to [fair-procura@eftafairtrade.org](mailto:fair-procura@eftafairtrade.org) before the 14th February 2010.

Short-listed applicants will be invited for an interview, which will take place in Brussels. In the case that the applicant is from outside Brussels, the interview can take place via telephone or Skype.