



About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 of the world's best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also membership and conference fees.

The newly-established Project Development Team is in charge of acquiring funded research and advisory projects that are strategic for CEPS. The Team makes the most of CEPS' competences and research potential, by matching skills with existing sources of funding.

“Intern – Project Development Team”

Main tasks

You will be part of the Project Development Team and work under the supervision of Felice Simonelli (Head of Project Development and Policy Evaluation). As part of the internship you will help to:

- develop and maintain a database of CEPS projects, events, networks and awards;
- develop and maintain a database of CEPS' skills and expertise;
- contribute to the preparation of tender proposals.

Your background and qualifications

- You are enrolled as a student and about to complete a degree in European studies, law, economics, political sciences or international relations.
- Good understanding of tendering procedures and funding programmes, especially calls for tenders issued by European institutions and other public institutions.
- Attention to detail, accuracy and confidentiality.
- Excellent English writing and speaking skills; other languages are considered as an asset.
- Good knowledge of MS Office®.
- Good analytical and organisational skills and ability to meet tight deadlines.
- Good networking abilities and interpersonal skills for an international environment.

Your profile

- You are eager to invest in building and maintaining a growing network of partners.
- You are able to work in a multicultural team involving junior and senior colleagues and can organise your own activities.
- You can handle stress, respect deadlines and juggle multiple tasks and changing priorities.
- You enjoy teamwork and are open to giving and receiving feedback.



What CEPS can offer

We offer a full-time internship for 3 months. The selected candidate will receive an expense reimbursement during the internship. We would like the preferred candidate to start her/his activities on 1 February 2019 at the very latest.

More information

Further information about the position can be obtained from Felice Simonelli, Head of Project Development and Policy Evaluation, felice.simonelli@ceps.eu.

Application and deadline

Applications should include a one-page letter of motivation and a curriculum vitae, both in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). Please email your application to applications@ceps.eu by **6 January 2019** with the following in the subject line: “Intern – Project Development”.