

## 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 world's best think tanks. CEPS' distinguishing features include 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, public procurement, but also from membership and conference fees.

The CEPS unit on Global Governance, Regulation, Innovation and the Digital economy (GRID) is the largest unit within CEPS and explores, among other issues, policy and regulatory challenges in the areas of better regulation, innovation and industrial policy, global governance, sustainable development, digital technologies. Over the years, researchers at GRID have carried out a number of assignments for several EU institutions, several national governments, the World Bank, the OECD, the Inter-American Development Bank, the Bill and Melinda Gates Foundation, and many more. Increasingly, GRID adopts a multi-disciplinary approach, coupling social sciences (law, economics, political science, governance, international relations) with advanced use of data science tools (e.g., statistical and econometric analysis, data visualisation, supervised and unsupervised machine learning tools) and innovative tools for collective co-creation (strategic foresight, citizen engagement platforms).

## “Project Officer Assistant – Internship – Global Governance, Regulation, Innovation and the Digital economy (GRID)”

### Main tasks

The candidate is expected to contribute to the following tasks (including, but not limited to):

- Support the coordination of various projects within the GRID Unit, including activities scheduling and follow-up, budgeting and reporting. Main projects where support is expected are:
  - **EU-U.S. TTD (Trade and Technology Dialogue)**: an EU-funded project designed to support the activities of the EU-U.S. Trade and Technology Council (TTC). Over a three-year period (May 2022-May 2025), the TTD mobilises experts and stakeholders on both sides of the Atlantic with events and research outputs to facilitate inclusive, efficient and effective discussions and joint initiatives in support of the political goals of the TTC, and a deepened and strengthened EU-U.S. trade and technology partnership.
  - **ORBIS (Augmenting participation, co-creation, trust and transparency in Deliberative Democracy at all scales)**: this Horizon Europe project addresses the disconnects between ambitious ideas and collective actions at a large socio-technical scale. In particular, the main goal of ORBIS is to provide new ways to understand and facilitate the emergence of new participatory democracy models, together with the mechanisms to scale them up and consolidate them at institutional level, using novel AI-enhanced tools for deliberative participation across diverse settings.
- Work on the update, development and use of project coordination tools (Salesforce)

- Contribute to projects development (proposal drafting) and compliance with administrative requirements
- Support the organisation of events and conferences
- Support the research work

## General information about the internship

- Length of internship: 4-6 months
- Time commitment: ideally full-time, potentially part-time
- Starting date: First week of May, 2023 the latest

## Requirements

### Mandatory qualifications

- Being enrolled at a university for the entire duration of the internship. Only students complying with this requirement are eligible to do an internship.
- Studies in European studies, law, economics, political sciences, international relations, business and administration, or other relevant subject
- Interest in project management and events management
- Excellent English writing skills
- Excellent analytical skills
- Organisational skills and ability to meet tight deadlines
- A proactive approach to work and sound teamworking skills
- Attention to detail, accuracy and confidentiality
- Good knowledge of Window Office 365 package (SharePoint, MS Teams, etc.), particularly Excel

### Desirable qualifications

- Postgraduate degree in EU affairs or EU funding
- Sufficiency in other EU languages at a professional level (B2-C1)
- Understanding of the EU funding programmes and tendering procedures
- Previous experience in a think tank
- Previous experience in/with the EU institutions (Brussels)
- Knowledge of other software or data visualisation programmes is a plus, i.e. Slido, Tableau, InDesign, MailChimp

## Learning elements and outcomes

On completion of the internship, the candidate will have:

- Developed understanding of the EU funding programmes and tendering procedures
- Expertise in the implementation of projects with funding from different donors, mainly the EU institutions
- Strengthened writing, management and reporting skills

- Gained extensive exposure to the think tank environment, the work with EU institutions, and diverse stakeholders
- Understanding of democratic challenges and opportunities in a digital world
- Understanding of the relationship between policy analysis and evidence-based decision-making
- Acquaintance of trade and technology transatlantic relationships and its current context
- Acquaintance of EU digital policy developments

### What CEPS can offer

- Orientation/networking
- Learning & Development opportunities (CEPS internal training programme)
- Specific learning opportunities targeted at interns, visiting fellows or junior researchers, such as: Policy writing workshops; Info session on the working of the EU institutions, the Brussels bubble; Speaking in public, presentation training; basic info on how an EU project works; Diversity & Inclusion (unconscious bias...).
- Reimbursement of expenses including rent and public transport upon receipt of justifying documents, up to a maximum of 750 euros per month.
- Reimbursement of one return trip between the intern's domicile and CEPS.

### More information on the internship

Further information about the position can be obtained from Monica Rico, Project Officer of the GRID Unit, [monica.rico@ceps.eu](mailto:monica.rico@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/>). They should be e-mailed to [internship.grid@ceps.eu](mailto:internship.grid@ceps.eu) by March 26, 2022 with the job title and unit name in the subject line (e.g. "Project Officer Assistant – Internship – GRID").