**Czech funded internship posts at Executive Management Division - Human Resources EM**

The Ministry of Foreign Affairs of the Czech Republic, in cooperation with NATO, is announcing a call for applications for the prestigious **Martin Povejšil Internship**, which will take place at NATO Headquarters in Brussels. This six-month internship is named after the distinguished Czech diplomat Martin Povejšil, who played a key role in shaping Czech foreign policy. Since joining the Ministry in 1990, his tireless work for the Czech Republic and its anchoring among free, democratic Western nations has made him a legend and a symbol of the best values of Czech diplomacy.

During the six-month internship, three selected candidates will join one of the divisions of NATO’s International Staff in Brussels. The expected start date is **September 2026**. One of the possible placements is within **the** **Executive Management Division.**

The **Executive Management Division** (EM) has the lead role in the overall management of NATO Headquarters. The Division provides support to all elements operating at NATO HQ, including Human Resources, Infrastructure, Facilities and Conference Management, Information and Knowledge Management, Communication and Technology, Linguistic Services, Corporate Communications, and Business Continuity. EM enables NATO HQ to function efficiently in support of the North Atlantic Council, its subordinate committees and the NATO International Staff.

EM is organized into three directorates: Human Resources (EM-HR), Headquarters Support and Transformation (EM-HQST), Information and Communications Technology Management (EM-ICTM), and the Divisional Support Section (EM-DSS).

EM offers internship opportunities in the following services:

➤ The **Human Resources EM** (EM-HR) Directorate develops people and organisational policies and initiatives to ensure that NATO attracts, engages and leads talent as a key enabler to deliver on NATO’s strategic objectives. It is comprised of five pillars: Talent Management & HR Integration; Staff Services (pay and benefits, personnel support); HR Policy and Strategy Coordination (IS and NATO-wide HR policy); HR Data Analytics, and the Medical Service.

**The internship is being offered in the section of Talent Management and HR Integration – Organizational Design, Development and Change Management.**

**How the daily work will look like?**

The intern in Human Resources could be assigned projects and activities in the various areas of HR and in particular Talent Acquisition, Staff Services, Talent Development, Policy Development, and Organisational Design, Development and Change Management. The intern will coordinate activities, events, projects and programmes; contribute to policy development; conduct desk and/or market research and benchmarking studies on best practices. The intern may also work on qualitative or quantitative analysis contributing to data-driven HR decisions.

**Selection Criteria**

Essential:

The candidate must:

1. be a national of a NATO member state;
2. be at least 21 years old;
3. have at least two years of university level studies OR equivalent education OR be currently a student OR a recent graduate (degree obtained no longer than 12 months ago);
4. have proficiency in one of the two official NATO languages (English/French);

Desirable:

The following criteria will be considered an advantage:

1. Bachelor's degree or in the final stage of a Master’s degree relevant to the requested area of expertise;
2. elementary knowledge of the second official NATO language (English/French);
3. be an advanced user of IT tools including Microsoft Office, SharePoint;
4. previous experience with other international organizations, national administration, research or industry.

**Competencies required:**

The candidate must demonstrate the following competencies:

* **Achievement**: Works to meet standards.
* **Analytical thinking**: Breaks down problems and see basic relationships.
* **Clarity and accuracy**: Shows general concern for order and clarity, and checks own work.
* **Customer service orientation**: Responds appropriately, maintains clear communication.
* **Empathy**: Listens actively.
* **Flexibility**: Acts with flexibility.
* **Initiative**: Reacts to short-term opportunities or problems.
* **Organizational awareness**: Understands the Organization’s structure.
* **Teamwork**: Cooperates, shares information and knowledge freely, offering support and cooperation.

**Our Values:**

NATO is committed to diversity and inclusion, and strives to provide equal access to employment, advancement and retention, independent of gender, age, nationality, ethnic origin, religion or belief, cultural background, sexual orientation, and disability (please [click here](https://www.nato.int/cps/en/natohq/topics_64099.htm) for more information).

Building Integrity is a key element of NATO’s core tasks. As an employer, NATO values commitment to the principles of integrity, transparency and accountability in accordance with international norms and practices established for the defence and related security sector. Selected candidates are expected to be role models of integrity, and to promote good governance through ongoing efforts in their work.