**Czech funded internship posts at Political Affairs and Security Policy (PASP) Division**

The Political Affairs and Security Policy Division leads on the political aspects of NATO’s fundamental security tasks, with responsibility for:

* NATO’s Partnerships;
* Security Policy development;
* Relations with Multilateral Organizations;
* Conventional Arms Control Policy and the non-proliferation of Weapons of Mass Destruction

The Division comprises approximately 70 staff members, and also provides policy and administrative support to Liaison Offices in Georgia, Moldova and Ukraine, to Liaison Officers to the United Nations in New York and to the OSCE in Vienna, and to the NATO-ICI Regional Centre in Kuwait.

The Security Policy Directorate (SPD) and the Partnership and Global Affairs Directorate (PGAD) are responsible for NATO’s political relations with its partners:

* The **NATO Affairs and Security Policy Section**, responsible for preparing Alliance Foreign Ministerial and Summit meetings, for providing speaking notes, checklists and background briefs as necessary for senior leaders’ meetings with high-level Allied officials, and for developing security policy in key areas, including through engaging with Allies and partners.
* The **Global Partners Section**, responsible for NATO’s relations with a wide range of partner and non-partner countries around the globe – Afghanistan, Australia, Colombia, Japan, Republic of Korea, Mongolia, New Zealand, Pakistan and contact countries such as China, Ghana, India and Singapore. The Section has the overall responsibility for policy formulation and reform advice related to NATO’s relations with the countries under its responsibility.
* The **Partnership West Section**, responsible for NATO’s relations with the West European partners, the South Caucasus and the Western Balkans. The Section has the overall responsibility for policy formulation and reform advice related to NATO’s relations with the countries under its responsibility and is also responsible for the NATO Open Door policy.
* The**Policy East Section**, responsible for NATO’s policy on and relations with Ukraine, Belarus, the Republic of Moldova and the Central Asian partners. The Section has the overall responsibility for policy formulation, as well as engagement and cooperation advice related to NATO’s relations with these countries
* The **Middle East and North Africa Section**, responsible for developing and promoting NATO policy, political relations with the countries of the region, especially those participating in NATO’s Mediterranean Dialogue (MD) and in the Istanbul Cooperation Initiative (ICI).
* The **Multilateral Organizations Section**, responsible for handling NATO’s relations with Multilateral Organizations such as the European Union (EU), the United Nations (UN) and the Organization for Security and Cooperation in Europe (OSCE), as well as with Non-Governmental Organizations.
* Arms Control, Disarmament and WMD Non-Proliferation (ADN) section serves as NATO’s focal point for consultation, coordination and policy development related to Arms Control, Disarmament and Non-Proliferation at NATO HQ. This includes conventional and WMD global and regional ADN regimes, and their implementation, as well as efforts to address emerging disruptive technologies and ADN. The ADN section also serves as focal point for cooperation in the area of Small Arms and Light Weapons (SALW) and Mine Action (MA). Finally the ADN Section coordinates and oversees implementation of NATO’s Chemical, Biological, Radiological, and Nuclear Defence Policy. The ADN Section also promotes cooperation on these challenges among Allies, with NATO partners and with International Organisations (IOs) and Non-Governmental Organizations (NGOs) as appropriate. and supports the work of relevant NATO bodies and committees.

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

The intern will gain an invaluable insight into the Alliance’s decision-making and into the broader institutional processes behind its policies, projects and partnerships. They will have a unique opportunity to enhance their research, drafting and analytical skills against a complex international environment. In addition, their communication and organisational skills, flexibility and adaptability will be put to the test against the background of the ever-changing security environment. They may have the opportunity to participate in missions on an ad-hoc basis.

The intern will:

* Assist in the development and preparation of policy papers, checklists and speeches for high level NATO officials and speaking notes for meetings;
* Take notes at committee meetings;
* Support the organisation of workshops, seminars and events;
* Conduct basic research and assist in monitoring global developments;
* At times, attend debates and discussions on security and defence related issues with relevance to the internship;
* Provide administrative, organisational and coordination support.

**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. have a 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 advance 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.