



European Committee of the Regions

Traineeship for Ukrainian nationals in the CIVEX Commission of the Committee of the Regions

Number of positions open: 2

Duration: 6 months apx.

Salary: apx. 1250 EUR net/month

Period: June/July – December 2022, exact dates to be defined

Profile of the candidates:

- Ukrainian national and holder of the "A Card" under the [Belgian temporary protection scheme](#)
- Native Ukrainian speaker;
- University graduates that have at least completed a Bachelor's Degree
- Speaking English and possibly (not mandatory) another EU language;
- Basic knowledge of the EU institutions and relevant EU policies;
- Good drafting and communication skills;
- Knowledge of the Ukrainian sub-national governance;
- Awareness of the EU-Ukraine cooperation;

The CoR CIVEX commission:

The CIVEX Commission (Commission for Citizenship, Governance, Institutional and External Affairs) is part of the Directorate for Legislative work 1 of the Committee of the Regions (CoR).

The Directorate for Legislative work 1 is responsible for three (NAT, ENVE and CIVEX) of the six thematic CoR Commissions.

Within the CoR, the CIVEX Commission's secretariat is the unit responsible for managing the CoR's external relations-related activities. Within the external relations activities, the CIVEX commission is the leading CoR unit on cooperation with Ukraine along with the Eastern Partnership countries (Ukraine, Moldova, Georgia, Armenia and Azerbaijan) and the Enlargement countries.

Brief description of the main responsibilities:

The CIVEX trainee will be joining the CIVEX secretariat of about 20 colleagues: Head of Unit, Deputy Head of Unit, policy advisors, policy assistants and a blue book trainee. More concretely, the candidate will be

supporting the "External relations" sector of the unit, dealing with Ukraine and managing the CoR Task Force on Ukraine. The new trainee colleague will be asked to provide specific support for the ongoing and upcoming Ukraine related meetings and activities. The candidate will join a stimulating working environment with varying workloads (conditional to the quantity of activities and meetings) and have the opportunity to cooperate with CIVEX colleagues and provide general support to the horizontal work of the CIVEX commission.

The trainee will be supported by a supervisor during his / her traineeship period.

Specific duties:

The work in a CoR Commission secretariat entails close interaction with a wide range of internal and external interlocutors. More specifically the candidate will:

- contribute to the CoR Support-Hub for Ukraine;
- conduct research on specific topics;
- compile adequate elements in succinct information notes / reports;
- attend online / in-presence meetings and report to the CIVEX team;
- attend conferences, workshops in relation to the tasks, write summaries, report briefings;
- liaise with CIVEX colleagues and support with organisational aspects of meetings;
- contribute to editing web content for the Ukraine dedicated CoR web-page;
- ensure punctual informal translations from / into Ukrainian.

How to apply?

Candidates interested to apply are requested to send by email at trainee@cor.europa.eu the following documents:

- Curriculum vitae in English
- Motivation letter
- Legible copy of a passport or identity card, giving surnames, forenames, date and place of birth and the nationality of the applicant
- Legible copy of the Belgian "A Card"
- Copy of the relevant diplomas

For more information about the CoR initiatives to support Ukraine, please contact SupportUkraine@cor.europa.eu