



A European Non-Governmental Organisation in official liaison with European Parliament, European Commission and the Council of Europe

## **Intern Job Description**

Reports to: Policy Officer & Communication and Media Officer  
Salary: €800 per month  
Contract: 3-month 'stagiaire' contract  
Based in: Brussels, Belgium  
Period of internship: 12 March – 8 June 2012 (including 5 days off)

This internship is aimed at Deaf sign language users who want to gain experience at European level. EUD will cover the intern's transportation costs to and from Brussels and pay a monthly allowance of €800. The internship will include attendance at a number of conferences/committee meetings in and around Brussels, as well as the European Parliament, and the General Assembly in Copenhagen. The intern will be involved actively in the updating of our new website and newsletter and will be assisting in the preparation of the General Assembly, EUD Seminar, and workshop in Copenhagen in May.

For further information please contact Annika Pabsch, the EUD Policy Officer (details see below).

### **A. Main Purpose of the Job**

- To assist the EUD team in their everyday work;
- Co-operate with all National Associations of the Deaf (NADs);
- Create videos in International Sign for new EUD website;
- Update EUD website in co-operation with Communications & Media Officer;
- Alert Policy Officer of new policies related to sign language/disability/minorities;
- Attend conferences/committee meetings on behalf of EUD;
- Write summaries and analyses of recent policies;
- Write articles for newsletter (in English and IS).

## Qualifications and Experience Required

- Completed or undergoing university studies (documentation/certificates may be requested);
- Thorough knowledge of at least one sign language and one written language of the European Union;
- Proven ability to use electronic office equipment (word processing, spreadsheets, email, Internet, etc).

### To be eligible a candidate must also:

- Be a Deaf sign language user;
- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as citizen;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

## B. Selection Criteria

### *Essential*

- Knowledge and understanding of Deaf culture and Deaf issues;
- Excellent written communication skills;
- Fluency in at least one sign language and a good level of English (writing and reading);
- Ability to communicate effectively in International Sign (EUD office is a signing environment);
- Ability to learn quickly;
- Ability to work in a small team;
- Commitment to EUD's vision, Deaf/Hearing working together.

### *Advantageous*

- Knowledge of EU institutions/policies;
- Knowledge of sign language legislation;
- A very good command of the English language to university standard or equivalent;
- Knowledge of other European sign languages/written languages;
- To be able to work on own initiative;
- Excellent communication and interpersonal skills.

## Application procedure

For applications to be valid, candidates must submit:

- Detailed Curriculum Vitae (either [Europass](#) or [EU CV Format](#)) no longer than 2-3 pages
- Letter of motivation no longer than 1-2 pages
- Name and contact details of at least one person providing reference (can be a university lecturer or recent employer)

All documents must be submitted in Microsoft Word (.doc or .docx) format or Acrobat (.pdf) format. The application will be rejected if the dossier is incomplete.

Supporting documentation showing evidence of the information given in the application may be requested at a later stage (such as certificates).

No documents will be sent back to candidates.

Candidates are invited to apply in English to facilitate the selection process.

Applications must be sent to 'annika.pabsch(at)eud.eu' by Monday, 16 January 2012 at 12:00 noon (Central European Time) at the latest. Please indicate 'Application EUD Internship 1/2012' in the subject line. Early applications are encouraged to avoid a last-minute overflow of the mailbox.

Interviews will be in the week of 23 January (via webcam and in International Sign) and a decision will be made early February 2012.