



## **PRIMA Internship program 2020-2021**

### **Vacancy Note**

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established on the basis of Article 185 TFUE in collaboration with 19 Participating States and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. PRIMA Program is being implemented through an ad-hoc structure, a private Foundation under Spanish Law.

This year 2020 PRIMA launched again one vacancy for the program that allows young people from the South Mediterranean countries<sup>1</sup> that are part of PRIMA the possibility of doing internships in the Secretariat of the organization.

The main objective for the PRIMA interns is to acquire knowledge on PRIMA research and innovation fields. One of the aims of the program is that the selected candidate will apply later on this knowledge in his or her own country and develop their professional careers.

### **Responsibilities**

The responsibilities of the intern will consist in assisting all the staff of PRIMA Secretariat, but mainly to the Administrative Assistant and to the Project Officers.

In particular, while assisting the Administrative Assistant, the intern will learn how to take care of correspondence, reports and other documents, take minutes at meetings and distribute them, welcome and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff, provide meeting support as needed (e.g. scheduling conference rooms, catering, logistics), assist in preparation of materials for the Director and Deputy Director, assist with the completion of filings for the association, assist with review of administrative procedures and development of systems to assure compliance by all staff, maintain inventory for office supplies and computer software, responding to staff requests for administrative support as needed, booking travel and hotel arrangements as needed, organization of booths at international exhibitions, maintain and update database as needed, and Coordination of meetings, training sessions, international conferences and other activities of the organization.

Secondly, while assisting the Project Officers, the intern will learn how to make the preparation of call documents, publication of calls, preparation of evaluation documents, organization of expert's selection, organization of evaluations, preparation of grant documents, negotiation of

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<sup>1</sup> Algeria, Egypt, Israel, Morocco, Tunisia, Jordan, Lebanon and Turkey.



grants, preparation of grant reporting documents as well as review of reporting and general follow up of downstream contracts.

## **Requirements**

### **Legal:**

- Be younger than 25 years old<sup>2</sup>, or be younger than 30 years old as long as the intern candidate is still studying a degree linked with the fields of the internship, or as maximum, the intern candidate must have finished the degree during the last 2 years<sup>3</sup>.
- Not be a citizen of a State of the European Union, of the European Economic Area or of Switzerland, or family member of citizens of these countries to which the regime of citizen of the Union applies.
- Not to be prohibited from entering Spain and not to be rejected as a territorial space in countries with which Spain has signed an agreement in this regard.
- Have a public or private disease insurance arranged with an insurer authorized to operate in Spain.
- Lack of criminal records in Spain and in their previous countries of residence during the last five years for crimes existing in the Spanish legal system.
- Do not suffer from any of the diseases that can have serious public health repercussions in accordance with the provisions of the 2005 International Health Regulations.

### **Internal:**

- Candidates must have a university degree (or equivalent) linked with the fields of the activity of PRIMA (e.g. science, sustainability, agriculture, engineering, etc.).
- Candidates must possess their civil and political rights and they must not have any conflict of interests with PRIMA, and be national of one the South Mediterranean countries of the organization.
- Candidates must have a good written and verbal communication skills in English.
- Other desirable skills for the intern include:
  - Strong interpersonal skills.
  - Good team player.

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<sup>2</sup> In accordance with RD 1543/2011.

<sup>3</sup> In accordance with RD 11/2018.



## **Conditions**

The employee will work at the PRIMA Secretariat in Barcelona, under an internship agreement of non-labor practices.

Duration of the internship: 9 months.

Monthly net scholarship amount: 1.200 € approx.

The beginning of the internship will take place from September 2020 on if the candidate has previously obtained the residence authorization for non-labor practices in Spain. This is issued by the Sub-Delegation of the Spanish Government in Barcelona and the diplomatic mission or Spanish consular office of the candidate (this process can take, approximately, 3 months). PRIMA will lead the authorization process, but the candidate will have to provide all the requested documentation.

In addition, the candidate will have to sign a compromise to return to his/her country once the internship is completed, and will receive, if so, a certificate and/or a recommendation letter from PRIMA for the successful completion of the internship.

## **Applications**

The deadline to submit the applications will be **March 3, 2020 at 5 PM CET**.

All applications must be submitted only via the following registration form [link](#). The documentation in the list below will be uploaded (in English and in one single pdf) in the last stage of the registration:

1. Candidate's CV (indicating clearly the information related with the legal and internal requirements).
2. Motivation letter.
3. Copy of his/her identity card or passport.

Please note that candidatures not including all mentioned documentation will not be considered. Only a short list of candidates will be contacted, who will receive an email notice at least seven calendar days before asking them to attend a virtual interview.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status or religion/belief.

Barcelona, January 29, 2020