



## ICBSS INTERNSHIPS: INFORMATION FOR APPLICANTS

The ICBSS offers internships to qualified individuals who wish to gain work experience in a policy-oriented research institute. Tasks and responsibilities of the interns are assigned according to the needs of the Centre and the interests and skills of the intern. The internships usually have a duration of three to six months at the end of which interns will receive a reference letter. Internships are normally unpaid and interns are encouraged to seek alternative sources of funding. For the period of the internship a contract will be signed.

### Eligibility

Unless otherwise specified in the vacancy announcement, the following criteria apply: Applicants must hold a first degree (Bachelor or equivalent) in social or political sciences. They should be able to demonstrate a true interest in issues related to the Black Sea region. Familiarity with standard ICT applications (Microsoft Office, internet, etc.) as well as excellent knowledge of English is indispensable. Applications are encouraged by persons who also speak Albanian, Armenian, Azeri, Bulgarian, Georgian, Greek, Romanian, Russian, Serbian, Turkish or Ukrainian.

Please note that if selected, all applicants must be able to prove that for the period of the internship they:

- can legally reside in Greece (for applicable regulations on entry and residence permits contact the Greek embassy in your country of residence)
- have a valid health insurance.

### How to apply

Applications must be in English and word processed / typed, not handwritten. Preferably, submit your application electronically. If this is not possible, you may also fax it or send it via post as explained below. All documents submitted electronically must be in Word or PDF format only. Do not zip or compress the documents. To apply:

- Prepare a short cover letter (no more than one page) stating your motivation and expectations for the internship and your availability. Save the document under the following title:

Ltr\_Year\_Month\_LastnameInitial e.g. for Sarah Miller applying in May 2009:  
Ltr\_2009\_05\_MillerS

- Download the application form in Word format and fill in all the sections on your computer (or typewriter). Do not modify the sections, just type in the space marked by lines and tick the respective boxes. Save the document under the following title:  
Appl\_Year\_Month\_LastnameInitial e.g.:  
Appl\_2009\_05\_MillerS
- Prepare a word processed / typed Curriculum Vitae which should be no longer than two pages and include relevant work experience, education, language skills, etc. in inverted chronological order (most recent first). Do not include a photo, nor state your religion or marital status. Save the document under the following title:  
CV\_Year\_Month\_LastnameInitial e.g.:  
CV\_2009\_05\_MillerS

Once you have completed and checked all three documents, send them via email to [icbss@icbss.org](mailto:icbss@icbss.org), subject heading Internship, attaching each document individually in Word or PDF format only. If you do not have email access you may also send the application via fax or post/courier to the address stated below.

You will receive an acknowledgement of receipt within one week after submission (this may take longer if applications are sent by post). You will only be contacted thereafter if you are selected for an interview. Interviews can be held at the Centre's premises or on the phone. A second interview might be requested. Shortly after the interview you will be informed of our decision. The ICBSS may keep the applications of eligible but unsuccessful candidates on file and contact them at a future stage.

Please send any queries via email only to [icbss@icbss.org](mailto:icbss@icbss.org)