



HIGH COMMISSION OF THE REPUBLIC OF MALTA

Positions of Intern during the Maltese Presidency of the European Union

The Malta High Commission in London invites applications from prospective applicants for two positions of Intern on a temporary basis at the High Commission in London. The position of Intern is for a period of ten months starting from October 2016 and terminates in July 2017. The position is at the Malta High Commission at 36-38 Piccadilly, London. The hours of engagement are from 9:00 until 17:00 with a 50 minute break, from Mondays to Fridays with a 35 hour week. The internship carries an hourly rate of £6.95 rising to £7.20 in the case of students above the age of 25.

The Intern will assist the High Commission during the Maltese Presidency of the European Union by:

- Maintaining lists of officials from other Member States who will have to be informed of briefings and events that are held during the Maltese Presidency;
- Undertaking general or specific research relevant to the issues that may be tackled during the Maltese Presidency or on related issues;
- Providing support in the management and supervision of all activities undertaken during the Maltese Presidency;
- Assisting in drafting of speeches, memoranda, speaking points and letters for the High Commission on issues relating to the Maltese Presidency;
- Any other tasks or work that may be assigned.

The intern is expected to be flexible in the work he/she performs. The prospective candidate should:

- be preferably at graduate level of education;
- have a high proficiency of written and spoken English, with good communication skills in Maltese being considered as an asset;
- have excellent computer and internet literacy especially with good knowledge of word and excel;
- preferably have relevant work experience in a similar work environment with proven ability to handle and manage office work;
- be reliable and have respect for confidentiality
- have effective organizational skills in addition to willingness to work beyond normal office hours when the need arises.

Applications may be submitted through email to the Malta High Commission on maltahighcommission.london@gov.mt together with a detailed curriculum vitae using the Europass format.

Original certificates and testimonials are to be presented during the interview. Eligible applicants will be interviewed by a Selection Board.

The call for applications **closes at noon on 26 August 2016**. Late applications will not be considered.

London
5 August 2016