

NATO RAPID DEPLOYABLE CORPS -GREECE INTERNSHIP PROGRAMME I/2024

NRDC-GR is proud to introduce its Internship Program (NIP) and provide current university students and recent graduates with the opportunity to intern at its premises, which are located in Thessaloniki, Greece.

Through its NIP, the Headquarters is aiming to give young candidates from different backgrounds the prospect to be familiarized with specific areas of the Organization. The program will seek for up to ten interns. The cooperation with the HQ is built upon the willingness of the intern to cooperate with the HQ on a non-paid voluntary basis aiming to improve his/her educational qualifications.

We are generally interested in those candidates with the following skillsets:

- **Information Technology**
- **Business Administration, Finance and Contracting**
- **International Studies**
- **Civil-military cooperation**
- **International Law**
- **Public Affairs/Media/Journalism**
- **International Relations/ Law/ Islamic Studies/ Gender Studies**
- **Strategic Studies**
- **Information System Management/Informatics**
- **System Analysis and Design**
- **Medical Studies**
- **Linguistic Services**

1. OBJECTIVES

The NIP has three main objectives:

- To provide interns with an opportunity to learn from the NRDC-GR community and gain a thorough understanding of the NRDC-GR and NATO in general.
- To provide NRDC-GR with access to the latest theoretical and technical knowledge that the interns can apply through practical project assignments.
- To expand the understanding of NATO in Allied countries.

2. PROCEDURES

NIP is a permanent program that it is executed twice a year. The NIP I/2024 is going to start in February 2024, while the second one (NIP II/2024) is planned to start in October.

Following an internal assessment of specific projects proposed by Branches specifying duties and responsibilities for prospective interns, the NIP is bi-annually announced by the NRDC-GR homepage and/or social media.

Internship applications must be submitted using the enclosed application form. The candidates' CV must be attached to the application form, including their language and academic certificates. In addition, all interns have to submit a short motivation letter/essay, providing details on the motivation for an internship at NRDC-GR and on the expectations during the internship.

Following an initial screening by the HQ NIP coordinators, verifying that applicants meet the required criteria for the NIP and ensuring a balanced distribution of the interns among NATO nations, the applications are going to be circulated among and assessed by the requesting Divisions/Branches, prior to the final decision making.

The selection for the NIP I/2024 will be made late October 2023. Once the selection has been made, all applicants will be informed accordingly. Selected applicants, will coordinate with the NIP coordinators the start date of the internship period, taking into account the HQ needs, the availability of the selected candidate and the security requirements.

3. CANDIDATES

The NIP is focusing on highly motivated candidates from a wide variety of disciplines including political science, international relations, security studies, law, economics, engineering, logistics, human resources, financial administration and management, accounting/auditing, information technology, language service, journalism, media communications and other relevant areas.

The NIP will be limited to ten interns per cycle; it will last up to **six months** and for the following cases:

- **Internship program, as part of, or complementary to, a university degree program as arranged by the intern with his/her university.**
- **Internship program for, in principle, recent graduates at the Bachelor/Baccalaureate level, who are interested in a specific**

project that could support a Master's program as arranged by the intern with his/her university.

- Internship program for recent graduates of a Master or PhD program who are looking for experience in an international environment as a first step to an international career.

The calls for applications for the NIP I/2024 will close on Friday, 29 Sep 2023.

Applications received after the mentioned date will not be accepted.

4. ELIGIBILITY CRITERIA

To qualify for an internship, the applicant must meet the following eligibility criteria:

- All applicants for an internship must be citizens of a **NATO member Nation**.
- All applicants must be proficient in the use of the English language.
- All applicants must have at least two years of successful university studies or equivalent.
- The program is open to current students or recent graduates (degree obtained within the last 18 months).

Only applications fulfilling the eligibility criteria will be taken into consideration. The others will be rejected automatically.

5. CONDITIONS OF INTERNSHIP

The internship is provided on a **voluntarily basis and it is unfunded**. Arrangements for travel and accommodation and living expenses are intern's responsibility. Additionally, interns are required to be insured for social security and health care and they should meet on their own responsibility any requirements for student visa and residence permit in Greece.

6. APPLICATION FORM

Only applications completed in accordance with the following instructions will be taken into consideration. The others will be rejected automatically.

Please attach a **CV**, a **short motivation letter/essay**, explaining and giving details about your motivation in applying for an internship at NRDC-GR and **respected certifications** (language, graduations etc.)

If you notice a mistake after you have submitted your application, please submit your application once again. Only the latest version of your application will be taken into consideration during the selection process.

Due to server restrictions, the size of your mail(s) **has to be less than 6 MB**; sending your application with all attachments in several mails is feasible and will be fully taken into consideration.

7. SECURITY CLEARANCE

Interns must possess a valid **NATO Personnel Security Clearance Certificate (PSCC)**, with NATO SECRET classification.

The delivery of the **PSCC** to the HQ Security Office of NRDC-GR upon arrival is **mandatory**. Further advice and support for the PSCC request will be provided, once an applicant has been selected as intern.

Be aware that the overall procedure requires up to three months period of time.

8. CONTACTS

For further information on the NIP please contact us:

NATO Rapid Deployable Corps Greece
G1 Branch/ NIP Coordinator
Tel: +302310882619
Pedion Areos Camp
Thessaloniki Greece

Please send your **application for the NIP I/2024**,
Starting in February 2024,
no later than Friday, 29 Sep 2023
to the following mail:

nrdcgr-internship@hrfl.grc.nato.int

NRDC-GR INTERNSHIP APPLICATION FORM¹

Date:

Name:

Address (residence):

Email Address:

Telephone Number:

Date of Birth:

Gender:

Nationality:

Education:

Specific Competencies/Specialty:

Preferred Period of Internship:

Area of Expertise²:

| | |
|--|---|
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Communication/ Media/ Public Relations |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Linguistic Services (English translation, proof reading) |
| <input type="checkbox"/> Finance and Contracting | <input type="checkbox"/> Information Technology/ Informatics/ System Analysis and Design |
| <input type="checkbox"/> Political Studies | <input type="checkbox"/> Medical Studies |
| <input type="checkbox"/> International Law | <input type="checkbox"/> Other..... (please indicate) |
| <input type="checkbox"/> Civil Military Cooperation | |
| <input type="checkbox"/> International Relations | |
| <input type="checkbox"/> Public Relations | |

- I have read and I agree to the NIP conditions as per HQ NRDC-GR homepage information and I hereby apply for the opportunity to voluntarily cooperate with NRDC-GR in the above field.
- I consent to allow my data to be collected and retained for a period of 12 months for administrative purposes as part of my NIP application.

Signature of Applicant

¹ Applications will be retained for up to one year as part of the HQ NRDC-GR internship pool. Following this period, all applications and submitted documents will be destroyed.

² Please make a choice of three (1-3), indicating the order of preference with 1, being your first choice.