**Call for traineeship**

**Project/office management at UNICA Secretariat**



[**Project & Office management traineeship**](http://www.unica-network.eu/news/master-student-interested-gaining) **(application deadline: 9 December 2019)**

We are looking for a **Master student** who willsupport UNICA in the management of ongoing EU projects, the organisation of UNICA events, the updating & managing of UNICA websites, database & online platforms, the drafting of UNICA publications.

**Required**: very good verbal and written command of English & writing and communication skills; initiative and enthusiasm to learn; ability to take initiative and to work independently as well as within a team.

**Desirable**: experience with/notion of European Project management; interest in the EU affairs and policies in the area of HE and Research; knowledge of French is an asset.

The internship will **preferably start**  **in January 2020 and will have a duration of** **minimum 3 months** (30 hours per week). **Commitments of longer duration (6 months or longer) are preferred.**
**The position is not remunerated:** Apart from Erasmus+ traineeship grant, the trainee will receive a **monthly reimbursement of expenses and a monthly public transportation pass.**

[**READ THE CALL**](http://www.unica-network.eu/news/master-student-interested-gaining)

#### ****HOW TO APPLY?**** Candidates are invited to send their CV and a cover letter clearly stating the motivation to work at UNICA and the suitability for the position to: office@unica-network.eu**.**