

GUIDELINES

EU Integration Internships for Roma Graduates

from Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, and Serbia

Roma Initiatives Office

The Roma Initiatives Office (RIO) invites young Roma university graduates from Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, and Serbia to apply for 12-month internships in institutions and organizations that work on European Union integration. These internships are intended to provide young Roma graduates with knowledge, skills, and experience relevant for preparing IPA project proposals, preparing policy analyses and briefs, EU project cycle management, administration, and research closely aligned with the [EU 2020](#) objectives.

BACKGROUND

European Union integration has provided the most favorable policy environment yet for Roma in Europe, and the aspiration of the countries of South Eastern Europe to join the EU creates opportunities to more closely connect Roma inclusion and EU enlargement policies. Until 2020, these countries will have access to IPA 2 funding while at the same time remaining obliged to address the four main priorities on Roma inclusion: education, employment, health, and housing. There is a need to build synergies between national Roma policies and EU accession processes, particularly in relation to the effective absorption of EU funds. RIO considers it crucial for Roma with appropriate knowledge and skills to play a role in this. Building on the experience of the former [Making the Most of EU Funds for Roma \(MtM\)](#) program, these internships will provide learning opportunities and incentives to talented young Roma who in the near future will be able to contribute to more efficient and targeted policy design and implementation.

HOST ORGANIZATIONS

Applicants should identify host organizations by themselves and negotiate the terms of their internships. In addition to learning expectations, applicants should agree with the host organizations about their roles and tasks during the internship as well as about expected deliverables.

Host organizations should provide interns with work and learning opportunities regarding EU enlargement. Host organizations can be public, private, or third-sector organizations.¹ (Preference will be given to internships in public institutions.) They must be legal entities active in the applicant's home country. Each intern should have a mentor or supervisor appointed by the host organization.

ELIGIBILITY CRITERIA

Applicants must:

- be of Roma origin;
- be citizens of Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro, or Serbia;
- have a university degree (BA or higher degree);
- be no older than 35 years of age;
- be willing to learn about EU integration and enlargement issues;
- have 1-3 years of experience working on Roma inclusion issues;
- have work experience in government institutions or Roma NGOs;
- have excellent oral and written communication skills in English (knowledge of other languages in the region is an advantage);
- have the ability to complete tasks in timely fashion with minimal supervision, both as individuals and as members of a team.

GENERAL INTERNSHIP TERMS

The internship period is 12 months. Candidates should commit to the internship on a full-time basis, Mondays through Fridays, starting from September 2015.

Interns will be required to report on their learning experience according to reporting guidelines provided by the Roma Initiatives Office. They also should be available to participate in training, conferences, and interviews to which they are invited by RIO.

The monthly stipend shall not exceed more than USD 600 for applicants from Macedonia, Montenegro, and Serbia and USD 500 for applicants from Albania, Bosnia and Herzegovina, and Kosovo.

The internship award will not cover mentorship costs incurred by the host organization.

HOW TO APPLY

Applicants should submit the following documents in English (as .doc or .pdf attachments) to Shejla Fidani, program coordinator, at shejla.fidani@opensocietyfoundations.org.

- **Motivation/cover letter**
The letter should describe the applicant's interest in this program and the specific learning objectives for work in the host organization, the applicant's skills and qualifications, and the added value the applicant will contribute to both the hosting and sponsoring organizations.
- **Curriculum Vitae (CV)**

¹ EU Delegations, the World Bank, UNDP, OSCE, central or local public institutions, NGOs, think tanks, or academic research institutions

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- **Two letters of recommendation** (from previous employers, educational institutions, recognized public authorities or individuals, etc.)
 - **Letter of agreement from the host organization**, signed by the appointed mentor or supervisor, including a brief learning plan and the expected results from the internship.
 - **Personal Action Plan (see attached form)**

Application deadline: July 25, 2015 (by midnight CET)

SELECTION PROCESS

The Roma Initiatives Office will interview all shortlisted candidates by phone or Skype. All candidates interviewed will be notified about the results of the selection process.