

## Internship Offer at the European Judicial Training Network (EJTN)

**NAME OF THE ORGANIZATION:** European Judicial Training Network (EJTN)

**CONTACT PERSON:** Quentin Balthazart

**ADDRESS:** Rue du Commerce 123 – B-1000 Brussels

**COUNTRY:** Belgium

**E-MAIL ADDRESS:** [ejtn@ejtn.eu](mailto:ejtn@ejtn.eu)

**TEL/FAX:** +32 2 280 22 42

**WEBSITE:** [www.ejtn.eu](http://www.ejtn.eu)

**LOCATION OF THE INTERNSHIP:** Brussels, Belgium

### APPROXIMATE PERIODS OF THE INTERNSHIP:

Programmes Unit placement	3 months from mid-March to mid-June 3 months from the beginning of September to the beginning of December
Exchange Programme Unit placement	3 months from the beginning of September to the beginning of December
Financial Unit placement	1 month from the beginning of February 3 months from the beginning of September to the beginning of December
General placement	1-2 month(s) from the beginning of any month

**DESCRIPTION OF THE TASKS AND OBJECTIVES OF THE TRAINEESHIP:** Administrative tasks in support of project management, finance and budgeting, administration of training projects and programmes as well as communications and IT.

### REQUESTED COMPETENCES:

- Computer literate (knowledge of MS Office and, if possible, knowledge of SharePoint)
- Fluent in English and French
- Drafting skills in English and French
- Basic knowledge of Excel (for the Financial Unit) and basic accounting knowledge a plus

**REQUESTED LANGUAGES:** English and French

**REIMBURSEMENT:** Public transport monthly subscription and Lunch vouchers if not already reimbursed by another entity (school, etc.).

**TO APPLY:** Applications to EJTN's internship programme can be made via email to [ejtn@ejtn.eu](mailto:ejtn@ejtn.eu) by sending the following:

- Your Curriculum Vitae (CV)
- A motivation letter highlighting your expectations.
- A self-written statement, as shown below in the example, added to you motivation letter authorising EJTN to process your personal data in accordance with [EJTN's Data Protection and Privacy statement](#).

**Note!** Including this self-written statement, authorising EJTN to process your personal data, is

mandatory and a prerequisite for applying for employment or an internship at EJTN. Without this statement, your application will not be considered and your application will be deleted.

*"I hereby consent to EJTN collecting and processing my personal data for the exclusive purposes involved with seeking employment or an internship position at EJTN. I have reviewed the details of how EJTN processes, shares, transfers, uses and protects private data as well as my rights from EJTN's full Data Protection and Privacy Statement."*