

ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)

JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2022

DIVISION: STRATEGIC PLANS AND POLICY (SPP)

BRANCH/SECTION: STRATEGIC ISSUES AND ENGAGEMENT (SIE)

DETAILS OF PROJECT (as a minimum should cover principal duties and tasks):

The Branch coordinates the strategic issues identified by SACT in support of Warfare Development. In its advisory role, the Branch coordinates the direction for strategic engagement with NATO's senior leadership and Non-NATO Entities, ensuring both message and intent are aligned with the Command's Warfare Development agenda.

Main duties and tasks:

- Work under the direction of the Branch Head contributing to the strategic issues programme of work, providing support through content development and the production of formal staff documents.
- Support the organization of Diamond Events (High-level symposia, conferences, seminars, etc.)
- Support the organization and development of the Outreach Programme (Academic Conference, simulations, NME, etc.)
- Keep contact and coordinate with subject master experts within and out of NATO to carry out the aforementioned tasks.

EXPECTED DELIVERABLE(S):

The intern is expected to fully participate in a multinational output focused team in the identification of potential strategic topics for consideration by SACT and in the delivery of innovative solutions that will form the basis for strategic documents and advice to senior NATO staff.

The intern is expected to fully collaborate and participate in the team's work, attend meetings within HQ SACT, produce briefs and presentations in support of the Branch's commitments and perform other tasks as required. This could include, among other activities, to perform research tasks, draft agendas, prepare PPT presentations.

Specific deliverables will depend on the type of proposals and initiatives' being implemented at the time the position is filled.

TYPE OF BACKGROUND/EDUCATION PREFERRED:

Current or recent Post Graduate student in political science/international relations/law and diplomacy.