

## LANDCOM INTERNSHIP PROGRAMME 2025

Following Commander Allied Land Command guidance, an Internship Program to provide **current students** and **most recent graduates** with the opportunity to intern at LANDCOM is to be introduced. Interns will benefit from the program by gaining an understanding of an international organization, while adding to their Curriculum Vitae. The LANDCOM Internship Program (LIP) focuses 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, accounting/auditing, information technology, language service, journalism, and media communications. The LIP is part of Commander Allied Land Command larger campaign to elevate and improve LANDCOM visibility.

### **CANDIDATES**

LIP will be available for the following periods:

- 6 months internship program as part of, or complementary to a university degree program.
- 6 months internship for, in principle, recent Bachelor graduated students who are interested in a specific project that can be of support for a Master graduation program.
- 6 months internship program for, in principle, recent Master or PhD graduated students (graduated less than 6 months ago) who are looking for work experience in an international organization as a first step to an international career.

The closing date to submit an application for internship is as follows:

Applications for an internship shall reach LANDCOM **no later than 31 January 2025**. As a result of the selection process pending the completion of necessary formalities required to work at NATO (security clearance, visas etc.) you will be invited.

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

- All applicants for an internship must be a citizen of a NATO member nation.
- A certificate given by the University stating that an internship on their subjects of study is necessary for their professional development.
- Applicants must be proficient in the use of the English language.
- Applicants must have at least two years of successful university study or equivalent. The program is open to **current students or recent graduates (degree obtained within the last 18 months)**.

### **CONDITIONS OF INTERNSHIP**

LANDCOM will provide interns with **30.335.09TRY** net as a monthly lump sum to cover their stay, travel and subsistence. Selected interns are responsible for their accommodation and work permit arrangements. Travel tickets to and from Turkey to their residence where they came from will be reimbursed up to total amount of 1200EUR.

**Interns are required to have social insurance coverage including health care**, and this must be documented during the in-processing, and take care of formalities with the Turkish authorities regarding their stay in Turkey.

### **HOW TO APPLY:**

Allied Land Command uses NATO Talent Acquisition Platform. In order to apply for the internship, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ft?lang=en> and search for vacancies within Land Command HQ.

A copy of the candidate's **one page summary CV** must be attached to the application. In addition, all interns have to submit a **one-page essay** giving details on their motivation for an internship at LANDCOM and on their expectations during the internship.

Once a candidate has been selected, the start date of the internship period will be determined taking into account divisional needs, the availability of the selected candidate, and the security requirements.

## **DETAILS of the INTERNSHIP-DCOS TRANSFORMATION AND INFORMATION**

**DETAILS OF POSITION:** to support the Director of Management and DCOS Transformation & Integration with timelines, coordination, products and conducting working group meetings for infrastructure development, project management, battle rhythm coordination, and business continuity

### **EXPECTED DELIVERABLE(S):**

- Coordinate and synchronize activities with DCOS Transformation and Integration (T/I) Office
- Manage tasker tracker enterprise requirements
- Assist in the writing and proofing of staff products
- Coordinate meetings and travel for members
- Familiarize with project management (PM) principles and complete initial PM certification training
- Familiarize with Business Continuity (BC) principles and complete initial BC certification training
- Support infrastructure development projects and assist with management of HQ expansion project
- Support the Specific Environments Panel (SEP) Chair with work relating to the bi-annual meetings and inclusion in the Land Operations Working Group (LOWG)
- Assist with development of unclassified website in support of the Specific Environments Panel -- to be linked to the LANDCOM NU facing website.
- Coordinate and synchronize activities with DCOS Transformation and Integration (T/I) Office

### **TYPE OF BACKGROUND/EDUCATION:**

#### Essential qualifications / experience:

- University degree with focus on business or management; alternatively civil or architectural engineering background is preferable
- Higher secondary education with emphasis on office management and product development
- English level: SLP 3.3.3.3. or civilian equivalent level.
- NOTE. The work, both oral and written, in this post and in this Headquarters as a whole is conducted mainly in English.

#### Desirable qualifications / experience:

- Project Management Professional (PMP) or PRINCE2 training or certification
- Experience with BC or Disaster Recovery
- Military Experience on staff
- Microsoft Office certification
- ITIL4 certification