



HEADQUARTERS ALLIED LAND COMMAND

35148 Şirinyer, Izmir, Turkey



Following Commander Allied Land Command guidance, an Internship Program to provide current students and 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 limited to 6 interns per year and 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 13 April 2014. Please also indicate the time frame that suits you to have your internship in LANDCOM in 2015/2016. As a result of the selection process pending the completion of necessary formalities required to work in NATO premises (security clearance, work permit, visas etc,....) you will be invited.

Applicants shall be notified by email as to the status of their applications in two months from the closing date after the initial screening of the applications received. Applications received after the closing date will not be considered.

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.
- 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).
- Depending on the specific job description, candidates may be required to be enrolled in a specific degree program.

CONDITIONS OF INTERNSHIP

LANDCOM will provide interns with 600 Euro net as a monthly lump sum to cover their stay, travel and subsistence. Selected interns are responsible for their accommodation arrangements.

Interns are required to have social insurance coverage including health care, and take care of formalities with the Turkish authorities regarding their stay in Turkiye through Turkish Consulates outside Turkiye.

PROCEDURES

Applications for internship, whether coming through the National Military Representatives or directly from candidates, must be submitted via e-mail to LANDCOM Civilian Human Resources Management Branch (CHRM) using the below application form. A copy of the candidate's CV must be attached to the application form. 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. All documentation must be forwarded electronically to internship@lc.nato.int. Following an initial screening by CHRM, applications shall be circulated among Divisions/Offices, which shall be responsible for the selection of interns. In addition to verifying that applicants meet the required criteria for the program, the initial screening ensures a fair distribution of the internships among all member states that provides interns. The only exception is for people attending/working in those Universities located in Izmir that may cover up to 2 of the 6 available yearly positions. G1/Civilian Personnel Branch will be responsible of this selection. 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.

Applications shall be retained for a maximum period of 12 months, after which they shall no longer be considered part of the current pool of applicants.



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APPLICATION FORM – LANDCOM INTERNSHIP PROGRAMME

Name

Address (Residence):

Email Address:

Telephone Number:

Date of Birth:

Gender:

Nationality:

Education:

Specific Competencies/Speciality:

Preferred Period of Internship:

Preferred Area of Work **part or complementary to my University degree / Master / PhD programme** Please make a choice of three, indicating order of preference by 1, 2, 3 (“1” being your first choice).

(To be confirmed by Divisions/Branches)

<input type="checkbox"/> Human Resources <input type="checkbox"/> Financial Administration <input type="checkbox"/> Accounting and Auditing <input type="checkbox"/> Political Affairs <input type="checkbox"/> International Relations <input type="checkbox"/> Defense Policy <input type="checkbox"/> Defense Planning <input type="checkbox"/> Crisis Management <input type="checkbox"/> Civil Emergency Planning <input type="checkbox"/> Multilateral Affairs <input type="checkbox"/> Civil Military Cooperation <input type="checkbox"/> Environmental Protection	<input type="checkbox"/> Engineering <input type="checkbox"/> Logistics <input type="checkbox"/> Public Relations <input type="checkbox"/> Media <input type="checkbox"/> Editing/Writing <input type="checkbox"/> Web Support <input type="checkbox"/> Document Management <input type="checkbox"/> Information Systems <input type="checkbox"/> Graphic Design <input type="checkbox"/> Translation <input type="checkbox"/> Interpretation Other
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Please include a CV and a one-page essay giving details of your motivation in applying for an internship at LANDCOM.