

Internship at the Embassy of the Kingdom of Belgium in Zagreb

The Consular/Political section of the Embassy of the Kingdom of Belgium in Zagreb offers internship opportunities for recently graduated students & currently enrolled university students (but only in a field relevant for the embassy and already at an advanced stage of their studies).

The internship has a duration of approximately 10 to 12 weeks.

The successful intern will either support the embassy's consular section (eg.: administrative work, contact with clients, questions regarding visa applications and COVID-19 situation) and provide support to the political section (research, providing synthesis and analysis, translation, media follow-up, social media contributions, ...).

Requirements

Eligibility only with the following knowledge and skills:

- already at an advanced stage of your university studies; or recently graduated
- very good command of English, both orally and in writing;
- knowledge of French and/or Dutch is an important advantage;
- good written communication skills
- being able to prioritize, work swiftly, respect deadlines and deliver quality
- interest in Croatian – Belgian bilateral relations
- ability to undertake research and provide sound analysis and synthesis of political/economic topics
- experience with social media
- experience with administrative tasks
- attitude: eager to learn, work in team, communicate pro-actively, show initiative, eye for detail, be discreet and respect confidentiality

Conditions

The internship is under agreement with the Belgian Ministry of Foreign Affairs.

The Embassy cannot offer any remuneration. 5-day/week schedule from 8h30-16h00.

You should be covered by the Croatian or Belgian Health System.

Procedure

Applications in the form of a cover letter and a resume (both in English) should be sent to zagreb@diplobel.fed.be, to the attention of H.E. Nicolaas Buyck, Ambassador of the Kingdom of Belgium in Croatia.

All applications have to be submitted in English, before the 5th of October 2021.

A preselection will take place on the basis of resume and cover letter. Preselected applicants will be invited for a personal interview at the Embassy before the end of October 2021.