



## AGRI-FOOD CAMPUS OF INTERNATIONAL EXCELLENCE (ceiA3) OPEN CALL FOR AN INTERNSHIP AT THE CEIA3 INTERNATIONAL PROJECTS OFFICE IN BRUSSELS

The ceiA3 has as one of the main objectives the reinforcement of the capacity and abilities of the graduated and professionals as well as the internationalization of the own campus.

The ceiA3 has committed to contributing to the teaching improvement and the adaptation to the European Higher Education Area and the European Research Area. From this point of view, different tasks to support international excellence have been put into practice, aligned with European mobility programs, which ultimately imply employability of students

In 2016 a collaborative agreement between the ceiA3 and "Santander Universidades" was subscribed to promote the collaboration and the development of several activities linked with the goals of the campus.

The General Coordinator, on behalf of Governing Council of the ceiA3, in compliance with Article 7 of the statutes of the Consortium, hereby commence the procedure, on a competitive basis, under an urgency process for the recruitment of an intern under the collaboration agreement with "Santander Universidades", according to the following:

### TERMS OF REFERENCE

#### FIRST. -PURPOSE

The purpose of this call is to hire an intern to collaborate with the International Projects Office of the ceiA3 at their Brussels Delegation

#### SECOND.- OBJECT

Call for a full-time internship at the ceiA3 International Projects Office in Brussels.

The mission of the ceiA3 International Projects Office in Brussels is to promote and oversee the participation of the ceiA3 in the EU Programmes in terms of scientific and technological cooperation, and to provide support in the preparation and implementation of EU projects, implemented by the ceiA3.

The main activities involved in this internship are the following:

- Overview of EU Programmes relevant for the ceiA3, with special focus on the Framework Programme for research, technological development and innovation, Horizon 2020.
- informing and advising the ceiA3 staff about the most appropriate Work Programmes and funding schemes for new EU projects, providing general guidelines for the



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preparation of proposals for such projects, and reviewing the proposals during the preparation phase.

- Coordinating the internal process of approval and submission of EU projects with the participation of the ceiA3, in liaison with the Universities concerned.
- Participation in the management and dissemination activities of EU projects, coordinated by the ceiA3.
- Developing relationships with other EU institutions, especially those linked to the agrifood sector towards the building of new partnerships and collaborations by attending relevant meetings and brokerage events.
- Managing the relationships of the ceiA3 with the European Commission, Parliament and Council, and other European institutions.

### THIRD.- TERMS AND CONDITIONS OF THE INTERNSHIP

- The offered monthly salary is 1,200€.
- The covering travel and accommodation costs are 600€.
- The duration of the grant is 6 months, extendable to 9 months.
- The estimated starting date is the end of November, 2017.

### FOURTH.- ELIGIBILITY CRITERIA

Candidates must possess:

- An official Spanish university degree of at least level MECES 2, preferably in one of the related areas of the ceiA3.
- Have completed any of the academic programs offered by the ceiA3.
- Proven oral and written command of the English and Spanish languages (B2 level or equivalent); other languages will also be valued.

The following requirements will be an asset according to the Art. 7:

- Proven expertise in European RTD project management, especially within FP7 and H2020.
- Proven previous work experience in the European Commission or other EU institutions located in Brussels;



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## FIFTH.- APPLICATIONS

Applicants must complete and submit the Application Form (Annex 1), together with:

- *Curriculum Vitae* in Europass format.
- Copy of identity card or passport.
- Copy of the academic certificate.
- Documentation proving all relevant work experiences.
- Documents proving language level.

A motivation letter containing description of the reasons for participation and capacities that will contribute to the tasks described within the Terms of the Grant (maximum one page).

Applications must be submitted in English and addressed to the General Coordination of the ceiA3, both by email (address [administracion@ceia3.es](mailto:administracion@ceia3.es), with the subject: "EU Projects Office Internship Brussels"), and by post (address: ceiA3-Rectorado Universidad de Córdoba. Avda. Medina Azahara, 5. 14071 Córdoba. Spain).

Applications sent by e-mail must include the required application documents (indicated above) as scanned PDF attachments.

The Application submission period will be open until the 17th of October.

## SIXTH.- SELECTION PROCESS

The Selection process will be based on the information and merits declared in the Application Form (Annex I), supported by the corresponding documentation, as well as on interviews.

Interviews may be conducted at the Central ceiA3 Delegation in Cordoba, or online, if necessary.

**Preliminary results:** a Provisional List of Selected Candidates will be published based on the information, merits, and interviews of the initial selection process. Subsequently, the time limit for lodging a complaint will be 5 working days.

**Final results:** The Final results of the call will be published after examination of the documentation provided. The final selected applicant shall submit the required documents of Acceptance of the Internship within a period of 5 working days starting from date of publication of the Final List of Selected Applicants by the Technical Evaluation Commission. The address for submission of the



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original, signed document, is the General Registry of the University of Cordoba, and the documents must be addressed to the General Coordination of the ceiA3 (ceiA3- Rectorado Universidad de Córdoba. Avda. Medina Azahara, 5. 14071 Córdoba. Spain). In case of expiration of this period without the reception of the required documents shall result in loss of all rights linked to the position. The call may be considered void if candidates do not adequately match the profile sought.

#### SEVENTH.- EVALUATION CRITERIA

1. In order to be evaluated, applicants must have the following requirements:
  - Having the Spanish nationality or being national of a European Union Member State.
  - Having the functional capacity to perform the main activities involved in the internship. Those who have the condition of disability officially recognised, must present a certified ensuring their compatibility with the task to perform for the internship.
  - Having not been separated by disciplinary proceedings of the service of any of the Public Administration.
2. The applicants will be evaluated according to the following criteria:
  - Languages certified: Up to 10 points. Oral and written English level C1 will be scored with 5 points. Proven command in French or other languages (minimum B2 level), will be scored with 1 additional point for each.
  - Previous work experience in the European Commission or other EU institutions. Up to 40 points. 1 points for each month.
  - Expertise in European RTD project management. Up to 10 points. One year of expertise is required, especially within FP7 and H2020. 3 points will be scored for each additional 6 months.
  - Proven training in FP7 and H2020: Up to 5 points. 0.1 point for each 10 hours.
  - Other merits: Any experience related to the main activities of the internship: up to 10 points.
  - In addition, an interview could be held. Language command level will be assessed in the interviews.

Please note that the same merit cannot be assessed in more than one of the previous criteria.

#### EIGHTH.- INFORMATION AND COMMUNICATION



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All official communication will be published on the ceiA3 website, under the Calls section, at <http://www.ceia3.es/en/calls>, according to Art. 59.5 b), Law 39/2015 of the Spanish Legal Regime of Public Administrations and Common Administrative Procedure.

Candidates can contact the ceiA3 by email at [administracion@ceia3.es](mailto:administracion@ceia3.es) for further informations at any stage.



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#### NINTH. ACCEPTANCE AND PAYMENT OF THE GRANT

The Beneficiary of the internship grant is required to sign and submit an Acceptance Document of the grant.

Payment of the grant will be issued monthly, directly to the Beneficiary, by bank transfer to the account indicated in the Acceptance Document, which must be held by the beneficiary.

The grant referred to in this call will be subjected to the applicable tax legislation.

#### TENTH. OBLIGATIONS OF THE BENEFICIARY

The Beneficiary must:

- Join the ceiA3 International Projects Office on time.
- Agree to the place-based assignment in Brussels.
- Develop the tasks indicated in this terms of reference, as well as other responsibilities designated by the ceiA3 General Coordinator.
- Respond to the verification and monitoring actions of ceiA3 Coordination.
- Refund the corresponding amount of the grant in case of withdrawal, according to the obligations of the terms of reference.

#### ELEVENTH. LEGAL FRAMEWORK OF THE CALL

The present internship will be funded through an open and competitive process and is subjected to the applicable Spanish regulations for grants and subsidies.

The ceiA3 General Coordinator shall be competent for the resolution of matters not expressly referred in the terms of reference of this internship.

Submission of applications imply that the Beneficiary expressly accepts the present terms of reference .

Córdoba, October 6th, 2015  
ceiA3 GENERAL COORDINATOR

*Signed: Enrique Quesada Moraga*



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