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**From:** Secretariat [<mailto:secretariat@pam.int>]  
**Sent:** Monday, November 29, 2021 4:38 PM  
**To:** Secretariat <[secretariat@pam.int](mailto:secretariat@pam.int)>  
**Cc:** Celine Cervi <[celine.cervi@pam.int](mailto:celine.cervi@pam.int)>  
**Subject:** Call for Junior Researchers - San Marino

**Dear Honourable Delegates, dear members of the Academic Platform and dear colleagues,**

**The Parliamentary Assembly of the Mediterranean offers different traineeships within its Secretariat, at its newly established International Research Centre located in the Republic of San Marino, in order**

to contribute to the vocational training of young citizens, to the understanding of the working of the organization and be fully integrated in the activities of a leading international organization.

These traineeships are awarded for a period of four to twelve months.

**To be eligible candidates should:**

- be aged 18+;
- hold a university level diploma(s) or currently be studying;
- have a thorough knowledge of one of the official PAM languages (EN/FR/AR) and a very good knowledge of another language of the region;

**How to apply**

In order to apply your students need to follow these steps:

- Visit <https://www.pam.int/default.asp?m=career>
- Select the type of internship they are applying for (also attached);
- complete the registration forms with their personal data ([PAM Internship CV form](#) & [PAM internship information and conditions](#));
- provide a cover note explaining the motivations for their application;
- Send their application to [secretariat@pam.int](mailto:secretariat@pam.int) and [pamrsm@pam.int](mailto:pamrsm@pam.int)

Internships start in January, April, and September of each year. Candidates should indicate the period they are available (PAM may recruit interns during other months depending on need)

We thank you for publicizing the offers for internship among your own academic network.

Sincerely,

Céline Cervi  
Senior Adviser / Manager 3rd Standing Committee  
Parliamentary Assembly of the Mediterranean  
Direct number: +389 70639069  
Email address: [celine.cervi@pam.int](mailto:celine.cervi@pam.int)  
Website: [www.pam.int](http://www.pam.int)



— Attachments: —

|   |        |
|---|--------|
| <a href="#">ARCH-EN-PAM-Internship-Call-Archivist-1.pdf</a>         | 190 KB |
| <a href="#">JPO-EN-PAM-Internship-Call-Junior-Researcher-21.pdf</a> | 246 KB |
| <a href="#">COM-EN-PAM-Internship-Call.pdf</a>                      | 175 KB |



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN  
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE

برلمان البحر الأبيض المتوسط

**Internship Opportunity – PAM Archives Assistant**

Position Title : **PAM Archives Assistant**  
Duty Station : **Città di San Marino, Republic of San Marino**  
Duration : **4 – 12 months**  
Starting Dates : **ASAP**

**PAM is looking to identify an *Intern – PAM Archives Assistant*, for a period from 4 to 12 months to support its archiving processes during 2021, as well as checking registries, logs and indexes according to the actual physical documents, both online and at its regional office in San Marino**

**Context:**

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization, which brings together 34 Member Parliaments from the Euro-Mediterranean and Gulf regions to discuss the most pressing common challenges, such as regional conflicts, security and counterterrorism, humanitarian crises, economic integration, climate change, energy security, mass migrations, education, human rights and inter-faith dialogue. Through this unique political forum, PAM Parliaments engage in constructive discussions, share legislative strategies, and work together towards shared and effective solutions. Over the years, the Assembly has established itself as the main actor of parliamentary diplomacy in the greater Euro-Mediterranean region.

The staff of the Secretariat assists the PAM President, the PAM Bureau, all members and the Secretary General in the execution of their mandate and is responsible for the follow-up on the decisions taken by the Assembly providing coordination, assistance and support to the work of the three Standing Committees (SC) and all other bodies established under PAM including Archives and Communication. PAM has recently established a new regional office in San Marino and here wishes to welcome a number of selected interns.

**Main Duties:**

Under the supervision of the PAM Public Information Officer, the intern will be assigned with the following major tasks:

- Supporting the Secretariat with data management, including protocol, archiving of documents, and conversion of historical documents into electronic format;
- Following an action plan for a systematical audit of PAM historical meetings, conferences and Plenary Sessions records;
- Identifying documents according to appraisal criteria, using relevant reference codes to complete existing registries and combined query criteria;
- Checking content of digitized files against paper documents and making necessary

- adjustments to existing registries;
- Quality control of the digital processing;
- Updating and re-organizing selected thematic collections made available to researcher;
- Engaging in a personal project related to documentation, archives and open access to digital data;
- Undertake other assignments as required.

#### **Qualifications and Competencies:**

- Recent graduate with a minimum of a Bachelor's degree, relevant Masters strongly preferred (Archival Science, Information Management, Political Science, International Relations, International Law, Public Administration, etc.);
- Fluency in English required, fluency in French and/or Arabic strongly preferred, knowledge of other regional languages welcomed;
- Ability to manage a multitude of different tasks of varying priority, ensuring they all get completed with minimal supervision;
- Ability to think critically in stressful situations, solve problems quickly, and anticipate potential problems before they occur;
- Impeccable attention to detail.

#### **Notice:**

- Kindly note that the internship is unpaid and on a full-time basis. Researchers work five days per week under the supervision of a staff member;
- Candidates of certain nationalities must obtain a visa authorizing their stay in San Marino before they depart to begin their internship. While this is the overall responsibility of the selected candidate, PAM Secretariat will provide information and supporting documents as needed;
- In the context of the COVID-19 pandemic, applicants must be willing and prepared to undertake the internship remotely for a part or the entirety of the internship, depending on the epidemiological situation.

Eligible candidates are encouraged to send their CV and a cover letter in English or French to [admin@pam.int](mailto:admin@pam.int) and [secretariat@pam.int](mailto:secretariat@pam.int), mentioning **PAM Archivist internship** in the subject line.

The administrative documents are available on PAM website:

[www.pam.int/default.asp?m=career](http://www.pam.int/default.asp?m=career)

Incomplete applications will not be considered.



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN  
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برلمان البحر الأبيض المتوسط

**Internship Opportunity – Junior Researcher**

Position Title: **Junior Researcher**

Duty Station: **Città di San Marino, Republic of San Marino**

Duration: **4 – 12 months**

Starting Dates: **January, April, and September of each year (PAM may recruit interns during other months depending on need)**

**PAM is looking to identify a pool of *Junior Researchers* that are willing to support the work of the three Standing Committees for a period of 4 to 12 months.**

**Context:**

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization, which brings together 34 Member Parliaments from the Euro-Mediterranean and Gulf regions to discuss the most pressing common challenges, such as regional conflicts, security and counterterrorism, humanitarian crises, economic integration, climate change, energy security, mass migrations, education, human rights and inter-faith dialogue. Through this unique political forum, PAM Parliaments engage in constructive discussions, share legislative strategies, and work together towards shared and effective solutions. Over the years, the Assembly has established itself as the main actor of parliamentary diplomacy in the greater Euro-Mediterranean region.

The work of PAM is organised around three Standing Committees:

- 1<sup>st</sup> Standing Committee on Political and Security-related Cooperation;
- 2<sup>nd</sup> Standing Committee on Economic, Social and Environmental Cooperation;
- 3<sup>rd</sup> Standing Committee on Dialogue among Civilizations and Human Rights.

The staff of the Secretariat assists the PAM President, the PAM Bureau, national parliaments, and the Secretary General in the execution of their mandate and is responsible for the follow-up on the decisions taken by the Assembly providing coordination and support to the work of the three Standing Committees and all other bodies established under PAM.

**Main Duties:**

Under the supervision of one of the PAM Program Officers, the Junior Researcher will:

- Conduct research on issues relevant to the work of one of the three Committees;

- Support the Program Officer in the preparation of speeches, reports, press releases, and research projects;
- Support the Program Officer in preparing briefing notes and presentations for PAM Delegations, and for the Presidents of the 3 Standing Committees;
- Provide organizational, administrative, and logistical support to the implementation of the activities of PAM Secretariat;
- Undertake any other assignments as required.

**Qualifications:**

- Recent graduates with a minimum of a Bachelor's degree in relevant subjects (Political Science, International Relations, International Law, Public Administration, Security Studies, Economics, Environmental Sciences, Climate studies, Social Sciences, etc.). Master's degree strongly preferred;
- Fluency in English required, fluency in French and/or Arabic strongly preferred, knowledge of other regional languages welcomed;
- Ability to manage a multitude of different tasks and prioritize the work to ensure that all deadlines are met with minimal supervision.

**Competencies:**

- Ability to monitor and analyze political, security, economic, environmental, and social developments in the region;
- Ability to think critically, complete tasks under deadlines, solve problems quickly and effectively, and anticipate potential problems before they occur;
- Ability to adjust language, tone, style, and format to different types of audience;
- Impeccable attention to detail, active listening, and effective teamwork.

**Special Notice:**

1. Applicants can express a preference regarding one of the three Standing Committees. The preference will be taken into consideration, but applicants must be willing and prepared to be assigned to one of the above-mentioned Committees according to the needs of the Assembly;
2. Kindly note that the internship is unpaid and on a full-time basis. Researchers work five days per week under the supervision of a staff member. Candidates of certain nationalities must obtain a visa authorizing their stay in San Marino before they depart to begin their internship. While this is the overall responsibility of the selected candidate, PAM Secretariat will provide information and supporting documents as needed;
3. In the context of the COVID-19 pandemic, applicants must be willing and prepared to undertake the internship remotely for a part or the entirety of the internship, depending on the epidemiological situation;
4. Researchers must keep confidential any information obtained during the course of the internship and not publish any unauthorized report or paper based on such information.

**Application:**

Eligible candidates are encouraged to send their CV and a cover/motivation letter in English or French to [secretariat@pam.int](mailto:secretariat@pam.int), together with the administrative documents "*PAM Internship CV form*" and "*PAM Internship information and conditions*" mentioning "**Junior Researcher – stage**" in the subject line.

The administrative documents are available on PAM website:  
<https://www.pam.int/default.asp?m=career>

Incomplete applications will not be considered.



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**Internship Opportunity – Communications, PI and Social Media Section**

Position Title : Communications, PI and Social Media Researcher  
Duty Station : **Città di San Marino, Republic of San Marino**  
Duration : **4 – 12 months**  
Starting Dates : **ASAP**

**PAM is selecting Communications, PI and Social Media Researchers for periods from 4 to 12 months to support its Public Information Officer**

**Context:**

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization, which brings together 34 Member Parliaments from the Euro-Mediterranean and Gulf regions to discuss the most pressing common challenges, such as regional conflicts, security and counterterrorism, humanitarian crises, economic integration, climate change, energy security, mass migrations, education, human rights and inter-faith dialogue. Through this unique political forum, PAM Parliaments engage in constructive discussions, share legislative strategies, and work together towards shared and effective solutions. Over the years, the Assembly has established itself as the main actor of parliamentary diplomacy in the greater Euro-Mediterranean region.

The staff of the Secretariat assists the PAM President, the PAM Bureau, national parliaments, and the Secretary General in the execution of their mandates and is responsible for the follow-up on the decisions taken by the Assembly providing coordination and support to the work of the three Standing Committees and all other bodies established under PAM.

**Main Duties:**

Under the supervision of the Public Information Officer, Researchers will be assigned with the following tasks:

- Assisting in the updating of the PAM website and contributing to PAM social media (Facebook, LinkedIn, Twitter) presence, including through posts on PAM participation at various events and updates on PAM activities;
- Assisting the PI Officer in strategically strengthening the PAM Social Media Strategy;
- Assisting the PI Officer in drafting Press Releases, Op-eds and Website Content;
- Assisting the PI Officer in creating appealing visuals and graphics, and with visual



design of output documents (i.e. annual report);

- Assisting the PI Officer in drafting and/or editing PAM documents;
- Monitoring traditional and social media from the Euro-Mediterranean and Gulf Regions for content related to PAM;
- Undertake other assignments as required.

**Qualifications:**

- Recent graduate (or close to completion) with a minimum of a Bachelor's degree in relevant subjects (Political Science, International Relations, Media Studies, Political Communications, Information Science, Foreign Languages, etc.); Master's degree strongly preferred;
- Strong interest in international relations and political communications;
- Good knowledge of Social Media and Web-based communications;
- Knowledge of relevant software (i.e. Canva or alternatives);
- Fluency In English required, fluency in French and/or Arabic strongly preferred, knowledge of other regional languages welcomed;
- Ability to manage a multitude of different tasks and prioritize the work to ensure that all deadlines are met with minimal supervision;
- Teamwork: Works collaboratively with Officers and colleagues to achieve organizational goals.

**Competencies:**

- Knowledge related to web design and/or digital marketing;
- Ability to adjust language, tone, style, and format to different types of audience;
- Ability to think critically, complete tasks under deadlines, solve problems quickly and effectively, and anticipate potential problems before they occur;
- Impeccable attention to detail;
- Good understanding of the work and mandate of PAM.

**Notice:**

- Kindly note that the internship is unpaid and on full-time basis. Researchers work five days per week under the supervision of a staff member.
- Candidates of certain nationalities must obtain a visa authorizing their stay in San Marino before they depart to begin their internship. While this is the overall responsibility of the selected candidate, PAM Secretariat will provide information and supporting documents as needed.
- In the context of the COVID-19 pandemic, applicants must be willing and prepared to

undertake the internship remotely for a part or the entirety of the internship, depending on the epidemiological situation.

Eligible candidates are encouraged to send their CV and a cover letter in English or French to [admin@pam.int](mailto:admin@pam.int) and [secretariat@pam.int](mailto:secretariat@pam.int) mentioning **"COM-Internship"** in the subject line.

The administrative documents are available on PAM website:

[www.pam.int/default.asp?m=career](http://www.pam.int/default.asp?m=career)

Incomplete applications will not be considered.