

# Internship with the International Institute of Administrative Sciences

## Background:

The International Institute of Administrative Sciences (IIAS) is an international non-profit organization under Belgian law. Founded in 1930 by member states willing to jointly develop solutions to administrative challenges, it has since evolved in these directions:

- **Academization:** Universities and research centers now constitute the bulk of IIAS members. These collective members constitute within IIAS and its entities study and working groups pursuing a long-term research agenda;
- **Federalization:** autonomous regional groups have been created within IIAS. They pursue a research agenda of their own in Europe (EGPA), Latin America (LAGPA), and Asia (AGPA).;
- **Specialization:** The International Association of Schools and Institutes of Administration (IASIA) was established in 1961 as an autonomous international organization within IIAS. IASIA is the largest global network of Institutes and Schools of Public Administration in the World. It conducts research in public administration to inform education and training programs.

The IIAS aims to be a key player in setting the governance agenda worldwide. IIAS will influence the global governance agenda through: **i.** High impact events targeting and involving both public service and academe; **ii.** Production and dissemination of relevant knowledge on public governance; **iii.** Enabling collaborative and strategic projects with members and partners; and **iv.** Accrediting both academic and professional training programs in line with standards of best practices in public management. For more information, consult our website: <https://www.iias-iisa.org/>

## Internship:

IIAS seeks interns for a period of two to twelve months current or recently graduated students (bachelor, masters and PhD students). Internships can be by attendance in IIAS headquarters in Brussels (for EU residents only) or remotely for candidates from all other countries. On-site internships depend on the Covid-19 pandemic regulations in force at time of starting.

## Areas of Work:

In accordance with its strategy and objectives, the IIAS is looking for motivated and skilled people to support the team in Brussels in the following areas:

- Administration & logistics: IIAS requires administrative and logistical support in view of organizing our conferences in Europe and Africa in 2022.
- Accounting and finance: Participate in the elaboration of budgets for events and help to control them.
- Marketing & Communication: IIAS is developing its marketing and communication strategy including a new visual identity. Trainees will support the implementation of this strategy especially in relation to the key events and services offered by IIAS.
- Research – to assist with the preparation of scientific input for our events, to support the Conference scientific management and assist in programming papers and contributions, in contacting papers 'givers and chairs for all our events, to prepare input for presentations at external events, draft reports and summaries, policy notes; etc.
- Project consultancy & support: Participate in the elaboration of proposals and implementation of consultancies related to candidate's competencies.
- Publications – to assist with the copyediting and production of books and articles to be published in IIAS Public Governance Series and "Developments in Administration" e-journal respectively.
- Events – to contribute to the scientific management of events (IIAS-EUROMENA 2022 in Rome, IASIA 2022 in Rabat, and EGPA 2022 in Lisbon).
- IT: IIAS is developing its IT platform to support its move towards virtualization rendered necessary by the Covid-19 crisis. It has already developed a platform for virtual conferences (VISA), is in the process of developing a module for accreditation activities and plans to develop e-learning exchange platform.

## Requirements:

Depending on the area of training, applicants must have the related technical knowledge and competencies. For instance, for candidates that will support the research process, interest in administrative sciences and competency in the research process including a good mastery of all stages of research design; both quantitative and qualitative, are necessary. For consulting, knowledge and experience in project management is highly valued. For IT, knowledge of the software development process is required. For general competencies, Fluency in English is required and French is a

plus. All candidates have to be autonomous at work and be able to work under pressure and tight delivery deadlines.

## Terms and Compensation:

Candidates completing this internship as part of their academic degree will be proposed a tripartite contract between the education institution, IIAS and the trainee. Residency of an EEA country is required for on-site internships, as well as regular enrolment in an education institution of the EEA. Applicants are encouraged to seek funding through programs like Erasmus+ and similar ones. For remote internships, there are no residency requirements.

Contracts will be drawn based on Belgian legislation. EEA students could be employed under the “student employment contract” or enjoy an indemnity as intern. For non-EEA residents, service contracts, subjected to VAT, will be proposed.

Compensation will depend on educational and competency levels as well as provisions in Belgian labor law. The internship is from two to twelve months. Candidate selection is not meant to lead to employment. No request for work permit will be undertaken by IIAS.

The IIAS Headquarters are located in the European district in Brussels, Belgium (Metro station Arts-Loi), thus offering a complete immersion in the European Union bubble.

## How to apply:

Should you be interested in our internships and meet the criteria, please submit your CV, a cover letter, relevant evidence for the requested area of work, evidence of your legal status in the EEA (if seeking on-site internship), as well as contact information for one referee, the duration of the internship sought and the date you can start.

You will receive an email confirming receipt of your application. Candidacies should be sent by email to [info@iias-iisa.org](mailto:info@iias-iisa.org). All candidates will be informed about the status of their application. Short-listed candidates will be contacted for an interview. At equal qualifications, candidates from member organizations and countries will be favoured.

The information provided in the applications is subject to EU legislation on protection of personal data and confidentiality of information.