

The Intermediary Body	"Partners 4 Value" under the leadership of UNDP Lithuania <u>Address:</u> Labdarių str. 5 (2nd floor), Vilnius 01120, Lithuania
The Receiving Organisation	Name of the Organisation/Company (in English), official status Irish Business and Employers' Confederation (IBEC), Dublin Web page: http://www.ibec.ie/
Short Information on Receiving Organisation's Profile	IBEC, the Irish Business and Employers' Confederation, is the national voice of business and employers and is the umbrella body for Ireland's leading sector groups and associations. IBEC represents the interests of business in Ireland and provides a wide range of direct services to its 7,500 members, which range from the very small to the largest enterprises, employing over 70% of the private sector workforce in Ireland.

PROPOSED INTERNSHIP OVERVIEW

Number of students for internships in the period February, 2013 – February, 2014:	1-2
Preferred starting date/-s:	July, 2013
Duties, responsibilities and tasks of intern/-s:	Policy department, ICT department Currently the organisation is in particularly interested in receiving an intern within our European Policy division for a three months' duration. (for more information see below)
Minimum study level:	Last year of Bachelor studies / Master studies
Study Areas/Specialization:	Business management, European studies, Communication and equivalent.
Desired Qualifications and Skills (Desired profile):	<ul style="list-style-type: none"> • A strong demonstrable interest in the selected internship; • Strong IT skills in basic packages; • Excellent writing skills essential; • Ability to work in a team.
Duration of the Internship:	3 months, 6 months (full-time) (up to 9 months)
Working Language of Receiving Organisation:	<input type="checkbox"/> English Yes <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Other
Additional Language Requirements (if applicable)	Ability to speak other languages is a desirable advantage.
Required documents to be sent to receiving Organisation:	The number of pre-selected candidate CVs <input type="checkbox"/> Yes The summary of pre-selection and final score <input type="checkbox"/> Transcript of academic records <input type="checkbox"/> Motivation Letter <input type="checkbox"/> Yes Other <input type="checkbox"/>
Is there any additional (financial,	

logistical, other) support provided to intern by Receiving Organisation	
Comments:	



IBEC INTERNSHIP SCHEME

The programme offers internships of up to 9 months duration based in IBEC's Dublin office. The programme sets out a set of common learning outcomes for all the internships. In addition each placement will carry individual learning objectives depending on the nature of the placement.

Participants will not be employees for the duration of the programme.

Learning outcomes

Common

- Gain an understanding of the role, services and function of IBEC
- Develop an insight into the key issues facing Irish business
- Develop business writing skills – writing a range of documents depending on placement
- Exposure to formal and informal business meetings to develop skills in organising and participating in meetings
- Develop practical database, office administration and website maintenance skills
- Develop organisational skills through event co-ordination experience
- Develop an understanding of the dynamics of relationship building in a business environment

Placement specific (but may include)

- Regional placements: Regional policy issues such as energy, environment, role of local authorities; press and media; research;
- Sector specific placements: understanding of the sector; committees and how they operate; business policy and decision making
- Functional specific; understanding of the role the assigned function plays in an organisation and the dynamics of working across departments; develop skills specific to the function

Learning methods

Training methods will be primarily through coaching and on the job/work experience.

Follow up/Support

Support and learning meetings will be held where interns share learning and gain knowledge from experienced executives

Each person will be assigned a mentor (an experienced executive) for the duration of the programme and will have regular learning review meetings with him/her.

Intern profile

Successful applicants will have the following:

- A strong demonstrable interest in the selected internship
- Minimum primary degree
- Strong IT skills in basic packages
- Excellent writing skills essential
- Ability to work in a team