

Internship – EU Public Affairs

ecta, the european competitive telecommunications association

Brussels (1040, rue de Trèves 49/51), **full time**.

Company profile:

ecta, the european competitive telecommunications association, is the pan-European pro-competitive trade association that represents more than 100 of the leading challenger telecoms operators and digital solutions providers across Europe. For more than two decades, ecta has been supporting the regulatory and commercial interests of telecoms operators, ISPs & equipment manufacturers in pursuit of a fair regulatory environment that allows all electronic communications providers to compete on level terms. Our members have been and are among the leading innovators in Internet services, broadband, business communications, entertainment and mobile.

ecta members are united in their belief that competition is the best driver of efficient investments and the greatest enabler of innovation, choice and benefits for citizens and businesses, as well as for the European economy overall.

www.ectaportal.com

Job description

The internship is based in Brussels and will include EU and National policy research and the provision of administrative support, more specifically:

- Monitoring of regulatory and policy developments in digital policies with particular focus on telecommunications related issues;
- Desk-based background research and analysis;
- Attending public events of the EU institutions (e.g. public hearings, workshops, European Parliament Committee meetings) and taking high quality notes;
- Drafting clear and concise summary updates of relevant policy developments, documents and meeting notes;
- Ensuring that such summary updates are distributed in a timely manner;
- Helping to organize internal Working Group meetings and external events;
- Research on various issues included at individual member state level.

Your profile

- You are interested in being on top of policy issues in a fast-moving sector;
- You have a passion for the digital sector;
- You hold a university level degree;
- You are team-minded, flexible and with a consensual approach and able to work well in a small team;
- You have a positive attitude and a friendly personality;
- You have excellent communication, interpersonal and social skills;

- You always uphold the highest ethical standards, with high integrity and loyalty, and showing discretion and professionalism;
- You are flexible and can handle multiple tasks independently;
- You have excellent written and verbal skills in English and Bulgarian or Romanian or Hungarian. Knowledge of French is a plus.
- You have a good knowledge of the Microsoft Office suite.

Modalities

- An internship contract (*Convention d'immersion professionnelle – Professional immersion agreement*) will be signed between [ecta](#) and the successful candidate;
- There will be an allowance of +/- 800 € per month;
- The internship will start ideally as soon as possible for a period of 6 months;
- The office working languages are English (and French).

How to apply:

Applications, in English, should be sent no later than **15 March 2020** to hr@ectaportal.com, and should consist of (i) a letter of motivation and (ii) an CV (2 pages max and no Europas CV) and (iii) your availability.