Internship at UK’s Department for International Trade, Dusseldorf (DEU19.633)

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow.

Job Category
Department for International Trade roles (DIT)

Job Subcategory
Commercial Diplomacy

Job Description (Roles and Responsibilities)
The British Consulate-General Trade and Investment Promotion (DIT) section in Dusseldorf is seeking an intern for a period of 3 or 6 months. Mandatory internships can be offered for a period of up to 6 months. You will have the opportunity to learn about the work of British diplomatic missions in Germany and Government Ministries in London, as well as networking directly with a wide range of UK and German companies. The British Consulate-General plays a key role in delivering the UK strategy on boosting British exports to, and inward investment from, Germany. In Dusseldorf, teams focus on the Food & Drink, Renewable Energy, Life Sciences and Chemicals sectors.

Main Duties and Responsibilities
During the internship you will gain insight into and become actively involved in a variety of areas related to trade and investment such as:

- Market research;
- Industrial sector mapping;
- Event management;
- Marketing tasks (incl. Social Media);
- Stakeholder management;
- Administrative tasks (including budgets, reporting, CRM, Excel).

Essential qualifications, skills and experience
We are looking for determined, pro-active and result-oriented individuals with previous work experience, who are driven by an interest in business and economics.

Applicants are required to have the ability to meet task deadlines to a consistently high level standard of quality.

The successful applicants will be good team players, flexible and happy to engage in a wide range of tasks.

Strong communication and interpersonal skills are also needed.

Applicants must be fluent in German and English.

Applicants must be enrolled in a European University for the whole duration of the internship and should please inform us about their availability in their application.
Other necessary skills:

- Good IT skills, especially MS Outlook, Word, Excel and Powerpoint (Excel knowledge is a must)
- Good Social Media skills (Twitter, LinkedIn)

Desirable qualifications, skills and experience

- Experience in market research and analysis.

Required competencies
Collaborating and Partnering, Achieving Commercial Outcomes, Delivering Value for Money, Delivering at Pace

Application deadline - day Application deadline - month Application deadline - year
19 December 2019

Grade
Internship

Type of Position
Full-time, Temporary

Working hours per week
37.5

Region
Europe, Eastern Europe & Central Asia

Country/Territory
Germany

Location (City)
Dusseldorf

Type of Post
British Consulate General

Number of vacancies
1

Starting monthly salary (EUR)
300 Gross (salary not negotiable)

Start Date - day Start Date - month Start Date - year
3 February 2020

Additional information
During the internship period (3 or 6 months) you must be enrolled in a European University programme for the whole duration of the internship and should please inform us about your availability in the application.

We have openings for internships throughout the year and will try to accommodate your preferred starting date.

Visa / Passport requirements: Candidates must currently hold the independent right to live and work in Germany and be prepared to ensure that right remains throughout the scope of the contract. Additional requirements may become necessary pending EU Exit. If requirements change additional eligibility information will be shared during the recruitment process.

Please state the date you are applying for in the cover letter.
The successful candidate will be subject to a background and security check before the internship can commence.

Please note that the deadline for applications is 23:55 on the day mentioned in the above field "Application deadline". We advise you to allow enough time to complete and submit your full application, since only applications completed and submitted before the deadline will be considered.

Please be aware that the deadline for submitting applications is considered to be the time zone for the country where the vacancy has arisen.

Please be advised that the British Diplomatic Missions will not be able to meet the travel costs incurred when travelling to the interview, nor the costs connected with relocation if offered a job.

Please be aware that you will only be able to apply to vacancies for Local Staff roles with the British Government through this official tal.net site (operated by Oleeo). Jobs may be advertised on third party websites, however our adverts will always link back to the official tal.net site. If you complete and send an application through any other site, we will not receive it.

We only accept applications that come through the FCO platform. Please apply using the link https://fco.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-2/user-715/xf-beeb42910aa/wid-1/tmpwid-c01f_5db53d9b-8579-4653-9042-d4e91b43995d/candidate/so/pm/4/pl/1/opp/11027-Internship-at-UK-s-Department-for-International-Trade-Dusseldorf-DEU19-633/en-GB