

## PRIMA Internship program 2025 Vacancy Note

The Partnership for Research and Innovation in the Mediterranean Area (PRIMA) was established under Article 185 of the Treaty on the Functioning of the European Union (TFEU), in collaboration with 20 Participating States and the European Commission. PRIMA's mission is to support innovative solutions and promote their adoption to enhance the efficiency and sustainability of food production systems and water management. The PRIMA Program is administered through an ad-hoc structure, a private foundation under Spanish law.

The overarching objective of PRIMA is to strengthen research and innovation capacities, as well as to develop shared knowledge and innovative solutions for agri-food and integrated water management systems across the Mediterranean region.

In 2025, PRIMA is once again launching a program offering internship opportunities for young people from South Mediterranean countries that are part of PRIMA<sup>1</sup>. The main goal of the PRIMA internship is to provide participants with valuable knowledge in PRIMA's research and innovation areas. A key aim of the program is for selected candidates to later apply this knowledge in their home countries and advance their professional careers.

### **Responsibilities**

The intern will support the entire PRIMA Secretariat staff, with a primary focus on assisting the Project Officers and the administrative team.

**Responsibilities with the Project Officers:** While assisting the Project Officers, the intern will learn how to prepare call documents, publish calls, and organize the selection of experts and evaluations. The intern will also assist in preparing grant documents, negotiating grants, preparing grant reporting documents, reviewing reports, and following up on downstream contracts. Additionally, they will support administrative tasks related to monitoring projects through the MEL (Monitoring and Evaluation Learning) system.

**Responsibilities with the Administrative Team:** The intern will gain experience in managing various administrative tasks, including handling correspondence, reports, and documents; welcoming and directing office visitors; responding to requests for information or forwarding messages to appropriate staff. Additional tasks include providing meeting support (e.g., scheduling conference rooms, catering, logistics), assisting in the preparation of materials for the Director and Deputy Director, completing filings for the association, reviewing administrative procedures, and developing systems to ensure staff compliance. The intern will also maintain office supply and software inventories, respond to staff administrative support requests, help organize booths for international exhibitions, update databases, and coordinate meetings, training sessions, international conferences, and other organizational activities.

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<sup>1</sup> Algeria, Egypt, Israel, Morocco, Tunisia, Jordan, Lebanon and Turkey.



## **Requirements**

### Legal:

- Be younger than 30 years old during 2025.
- Have obtained a higher education degree (university education) in the two years prior to January 2025 or be studying for a higher education degree as of January 2025.
- Not be a citizen of a State of the European Union, of the European Economic Area or of Switzerland, or family member of citizens of these countries to which the regime of citizen of the Union applies.
- Not to be prohibited from entering Spain and not to be rejected as a territorial space in countries with which Spain has signed an agreement in this regard.
- Have a public or private disease insurance arranged with an insurer authorized to operate in Spain.
- Lack of criminal records in Spain and in their previous countries of residence during the last five years for crimes existing in the Spanish legal system.
- Do not suffer from any of the diseases that can have serious public health repercussions in accordance with the provisions of the 2005 International Health Regulations.

### Internal:

- University degree in a relevant discipline related to PRIMA's fields of activity (e.g., environmental science, sustainability, agriculture, engineering, etc.).
- Must possess civil and political rights, have no conflicts of interest with PRIMA, and hold a valid passport from one of the South Mediterranean countries in PRIMA: Algeria, Egypt, Israel, Morocco, Tunisia, Jordan, Lebanon, or Turkey.
- Strong written and verbal communication skills in English.
- Other desirable skills for the intern include:
  - Strong interpersonal skills.
  - Ability to work well in a team environment.

## **Conditions**

The employee will work at the PRIMA Secretariat in Barcelona, under an internship agreement of non-labor practices.

Duration of the internship: 9 months.

Monthly net scholarship amount: 1.400 € approx.

The internship will commence in January 2025, provided the candidate has secured the necessary residence authorization for non-labor practices in Spain. This permit is issued by the Sub-Delegation of the Spanish Government in Barcelona, in coordination with the candidate's local Spanish diplomatic mission or consulate. The process typically takes around three months. While PRIMA will manage the authorization process, the candidate is responsible for submitting all required documents.

Additionally, the selected intern agrees to return to their home country upon completing the internship and will be eligible to receive a certificate and/or recommendation letter from PRIMA, acknowledging their successful participation in the program.



## **Applications**

The deadline to submit the applications will be Monday 31 October 2024 at 12:00 pm (CET). Applications shall include the candidate's CV, a motivation letter, a copy of his/her passport and the all the documentation to prove that he/she fulfils the first legal requirement abovementioned.

All applications must be submitted only via the following registration form

<https://app.smartsheet.com/b/form/4715002059cc43d1af8132632575841c>

Please note that only a short list of candidates will be contacted. Shortlisted candidates shall be available for an interview one week after the reception of such notice.

Please note that candidatures not fulfilling the requirements including all mentioned documentation will not be considered. Only a short list of candidates will be contacted, who will receive an email notice at least seven calendar days before asking them to attend a virtual interview.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status or religion/belief.

Barcelona, September 26, 2024