

**ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)**  
**JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2021**

**DIVISION:** JALLC Lessons Learned Management Division

**BRANCH/SECTION:** Editor/Quality Assurance

**DETAILS OF PROJECT:**

The JALLC is the lead agent for NATO Lessons Learned (LL). The intern will support the Joint Analysis and Lessons Learned (JALLC) Editor in the development and review of LL communication related products.

**Core duties:**

1. Support the JALLC Editor in the development of LL communication related products;
2. Assist the Editor and the Public Affairs and Protocol (PA&P) in the communication, public affairs and protocol activities of JALLC's LL events.

**Additional duties:**

1. Serve as a PA&P Assistant in the JALLC;
2. Engage in the update of information on JALLC's Social Media platforms, according to the established Communication Campaigns;
3. Develop marketing and media campaigns.

**EXPECTED DELIVERABLE(S):**

Properly formatted, laid out and well-written communication products for JALLC communication activities.

**TYPE OF BACKGROUND/EDUCATION REQUIRED:**

**Essential:**

1. Student (completion of at least 3 years) or recent graduate (undergraduate or masters) in Public Relations, Marketing, Graphic Design, Journalism or equivalent;
2. Demonstrated excellent writing and English language skills. These skills must include the ability to organize documents logically, write clear and concise, grammatically correct, technical English documents;
3. Interest in Defence and Security issues;
4. Advanced skills with Microsoft Word, PowerPoint and Publisher software. Required skills include: definition and use of styles, template creation and use, and document layout, including layout of tables and graphics.

**Desirable:**

1. Post high school course in one or more of the following: Social Media, Marketing, Design, Organization of Events, Photography.