

**ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)**

**JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2021**

**DIVISION:** CAPABILITY DEVELOPMENT CAPABILITES **BRANCH/SECTION:**  
**PROGRAMME MANAGEMENT OFFICE**

**DETAILS OF PROJECT (as a minimum should cover principal duties and tasks):**

Support PMO (Programme Management Office) team at NATO's Home in North America. The intern will work under the supervision of the sponsor and the PMO Branch Head. The main responsibility of the PMO Branch is to provide standardization and quality assurance, improve coherence and provide an Information Hub for the management of AIS Capability Packages at the Program level in a lifecycle approach. The intern will support the branch work in preparation and implementation of tasks related to ACT work with NATO agencies. The duties include support to the general PMO work with all aspects of its responsibilities. This includes preparation of input to non-papers, presentations, guidance, and directions.

**EXPECTED DELIVERABLE(S):**

Generally support the ongoing administrative work including unclassified and classified Microsoft SharePoint pages, PLP Library and Data Management.

The candidate is also expected to:

- a. Assist in the preparation of read ahead material, presentations and talking points for senior staff.
- b. Assist in developing reports and notes from workshops, meetings and other activities within the HQ.
- c. Contribute to analytical discussions and develop individual input to branch work strands
- d. Draft point papers and summaries to support PMO efforts.
- e. Other deliverables based on experience of the selected intern and specific projects.

**TYPE OF BACKGROUND/EDUCATION PREFERRED:**

1. A current of recently graduated post graduate student in Political Science, International Relationships, Engineering or other related field.
2. Interest in Defence and Security issues;