



AUTUMN 2018 RESEARCH ASSISTANT PROGRAMME

Call for applications: 26 March – 6 May

Programme Overview

The NATO Parliamentary Assembly is looking to hire five research assistants for the Autumn 2018 Research Assistant Programme, which will start in mid-August and end in late November 2018.

Research Assistants work as part of the policy team within the NATO PA International Secretariat in Brussels. A majority of these positions are given to candidates from NATO member countries. However, candidates from non-NATO members are also considered as part of the Loïc Bouvard Scholarship, which was created in tribute to Loïc Bouvard (France) who was President of the NATO Parliamentary Assembly (1992-1994) and played a vital role in establishing partnerships with non-NATO member countries.

Applications are assessed objectively and various factors are taken into account. The NATO PA looks at educational background as well as professional experience, including internships and other projects. Due to the changing nature of research topics, the Assembly often looks for candidates that have specific experience in areas that compliment current research being conducted. We also look for candidates that exhibit flexibility in conducting research on a wide range of topics. In addition, there is a need to reach a regional balance among candidates. It is, therefore, rare that two candidates of the same nationality are chosen for the same programme period.

Tasks

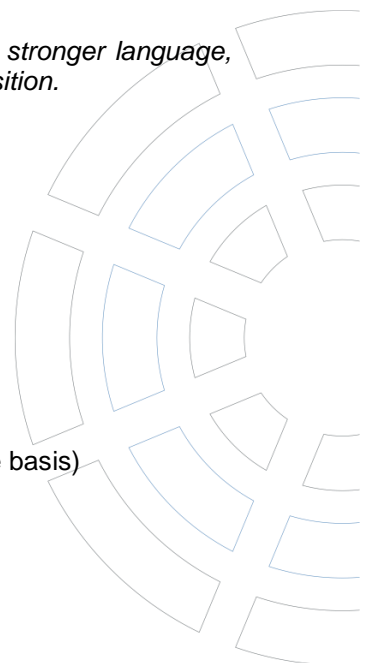
The main task of research assistants is to contribute, at the request of Committee Directors or Senior Management, to the research and writing of Assembly reports and other documents such as background information documents and drafts of speeches. Research assistants attend the parliamentary Sessions of the Assembly and are asked to assist in note taking and summary writing. As part of the larger NATO PA team, research assistants are occasionally asked to complete basic administrative tasks.

Qualifications

- Master's degree (or equivalent) in Political Sciences, International Relations or a related field. *Candidates may apply prior to obtaining their degree if all requirements have been fully completed. Candidates still in the middle of their MA studies will not be considered. Preference is given to candidates who have recently completed their Master's degree.*
- Fluency in French or English, bilingual fluency is a plus. *If French is the stronger language, please note that a high level of proficiency in English is required for the position.*
- Experience in government or policy research institutions is a further asset

Conditions

- 3.5-month work experience with one-month probation period
- Monthly stipend of 750€
- Accommodation provided in the European quarter of Brussels
- Basic health insurance policy
- Travel reimbursement to and from Brussels (considered on a case-by-case basis)





Materials Required for Applying

1. A curriculum vitae, clearly indicating nationality and language proficiency
2. A cover letter, explaining areas of interest and competence as well as availability
3. A writing sample of no more than five pages on a topic relevant to the position (i.e. foreign policy, international relations, defence and security, etc.). Excerpts of longer pieces are acceptable. Sources and/or citations may be included in addition to the 5-page sample.
4. Two letters of recommendation (academic or professional)

Submitting Your Application

Applications for the 2018 Autumn Research Assistant Programme will be accepted from 26 March – 6 May. Please submit your complete application by 11:59pm (CET) on 6 May to be considered for the position. All applications sent outside of these dates will not be considered.

- All applications must be submitted in either English or French.
- All application materials must be gathered and sent together as one single PDF document, including letters of recommendation. If one of your references prefers to send their letter directly, they may do so, however please indicate this clearly in your application email.
- Applications must contain all the above required documents. Please do not include any other supplementary documents. Incomplete applications will automatically be discarded.
- If you have already applied for the position in the past, you are welcome to re-apply. To do so, you must re-submit all required application materials.
- Applications are accepted by email only. Cover letters may be addressed to the Director of the Research Assistant Programme.

Applications should be sent to: ra-programme@nato-pa.int

Application Deadline: 6 May 2018 at 11:59pm (CET)

Please visit nato-pa.int for more information about the Research Assistant Programme and the work of the NATO Parliamentary Assembly.

