LANDCOM INTERNSHIP PROGRAMME 2025

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- Applicants must be proficient in the use of the English language.
- Applicants must have at least two years of successful university study or equivalent. The program is open to **current students or recent graduates (degree obtained within the last 18 months).**

CONDITIONS OF INTERNSHIP

LANDCOM will provide interns with **30.335.09TRY** net as a monthly lump sum to cover their stay, travel and subsistence. Selected interns are responsible for their accommodation and work permit arrangements. Travel tickets to and from Turkey to their residence where they came from will be reimbursed up to total amount of 1200EUR.

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DETAILS of the INTERNSHIP-G1 (Civilian Personnel Office)

DETAILS OF PROJECT:

• Civilian Personnel Branch is responsible for the human resources (HR) management procedures and the administration of civilian personnel appointed to Land Command (LANDCOM). The management and administration actions are conducted in accordance with NATO Civilian Personnel Regulations (NCPR) and LANDCOM Directives.

EXPECTED DELIVERABLE(S):

• Contributes to preparation, coordination and execution of civilian personnel procedures.

• Assists the execution of HR admin operations such as filing, record updating etc.

• Makes coordination with the relevant stakeholders for completing civilian personnel files.

• Support civilian recruitment processes (there is a great number of recruitment processes initiated for various personnel groups).

• Creates/distributes documents.

TYPE OF BACKGROUND/EDUCATION REQUIRED:

• Applicants must have obtained a first degree preferably on Human Resources or any other related field along with demonstrated experience or interest in areas concerning human resources, personnel and document management, and administration. Additional skills such as, editing/writing documents, basic MS Office skills (Excel, Word, Outlook, PowerPoint), fluency in English (Listening, Speaking. Writing and Reading) are also required. Applicants need to possess a suitable civilian profile (no criminal record, etc.) in order to obtain a NATO SECRET clearance as the system of record resides on the classified network.

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DETAILS of the INTERNSHIP-G3 (Current Plans)

DETAILS OF PROJECT

• Contribute to deterrence management assistance.

• Propose updates to Operations Plans for specific operations as the situation evolves, recommending short and mid-term decisions on operations.

• Contribute to land activities synchronization by developing short-term plans and fragmentary orders.

• Contribute to coordinate land efforts across the HQ to recommend near-term direction.

• Contribute to G35 task of leading short and mid-term operational planning.

EXPECTED DELIVERABLE(S):

• Contributions to develop operational products such as (and not limited to):

- OPLANs.
- OPORDERs.
- FRAGOs.

• Contributions to deterrence management products such as (and not limited to):

- Land Standing Directives.
- Land Coordination Orders.
- Coordination and Synchronization Working Groups/ Boards.
- Vigilance activities / Enhance Vigilance activities Working Groups / Boards.
- Community of Interest working Groups/ Boards.

• Comments and contributions to upper / adjacent level HQs documents such as (and not limited to):

- Strategic Directives.
- Strategic Coordination Orders.
- Joint Coordination Orders.
- Commanders Update Reports / Boards.
- Handbooks development Working Groups/ Boards.

• Comments and contributions to doctrinal documents.

• Develop of LANDCOM internal working and assessing products such as (and not limited to):

- Tasker Trackers.
- Point papers.
- Military letters.
- Coordination mails.

• Contributions to exercise products such as (and not limited to):

- EXSPECs
- EXPLANS.
- EXOPORDERs
- EXFRAGOs.
- Training conferences

TYPE OF BACKGROUND/EDUCATION REQUIRED:

• Required qualifications / experience:

- University Degree on Political affairs / International relations / Defense policy / Security;
- Higher Secondary education on Political affairs / International relations I Defense policy / Security and completed advanced vocational training leading to a professional qualification
- English level: SLP 3.3.3.3. or civilian equivalent level.
- NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.

• Desirable qualifications / experience:

- Experience in deployment in NATO led operations.
- NATO Courses: JPL-OP-3555 - NATO Comprehensive Operations Planning Course.

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DETAILS of the INTERNSHIP-G9 (SOB/Human Security and Outreach)

DETAILS OF PROJECT:

The Human Security Section is responsible for the effective implementation of policies pertaining to the protection of civilians, and cultural property. Thus, the primary tasks for the section are to focus on topics such as protection of civilians, women, peace and security, children and armed conflict. combatting trafficking in Human Beings, building integrity and cultural property protection. The Human Security team, in support of LANDCOM mission, contributes to plans, policies, procedures, training activities (as well as outreach activities with the cooperation of civilian organisations). The intern will be tasked to conduct research, focusing on how military forces of NATO member states and partners have approached Human Security topics in planning and execution of military missions and operations (National, NATO or UN missions/operations), and to identify lessons learned and a training needs analysis, which can be used to standardize and enhance the NATO training modules on these topics for the tactical level.

EXPECTED DELIVERABLE(S):

A comprehensive research paper on how NATO Allies have approached Human Security in the past and what are the recent developments and changes regarding their activities ensuring adherence to the respective NATO Policies pertaining to Human Security. The incumbent is also required to research NATO member states· tactical military response to Human Security (for example during UN, NATO or National missions or operations}, to include examples of best practices and lessons learned. Furthermore, the research paper should make concrete recommendations on how staff training for the tactical level on these topics can be enhanced.

Furthermore the incumbent is to keep and update the POC details of NFS entities; assist in documenting the LANDCOM- NFS engagements, track the decisions of ACO CIMIC / CMI WG & SG and share the relevant information with the NFS entities.

The incumbent will also be required to support the cross cutting team specialists for the sustainability of day to day work regarding procedures, design of activities or preparation of trainings.

TYPE OF BACKGROUND/EDUCATION REQUIRED:

University Degree in International Relations, Cultural Science or International Humanitarian Law and Human Rights, or similar.

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DETAILS of the INTERNSHIP-G7 (Lessons Learned)

DETAILS OF PROJECT: The post will report to the Lessons Learned Section Head under the G7 Division, which falls under the Plans Directorate. The G7 Division is responsible for Collective training and combat readiness evaluation, along with the development of doctrine and Lessons Learned (LL) in LANDCOM and in LAND DOMAIN. The intern will interact with every Division within NATO LANDCOM HQ, with Lessons Learned partners across the Land Domain, and with the Joint Analysis Lessons Learned Center (JALLC). His/her primary task will consist of data management and analysis using the Lessons Learned Portal. His/her secondary focus will be enabling integration of lessons across the Divisions and NATO. The applicant must demonstrate the ability and desire to work as part of a multinational team.

EXPECTED DELIVERABLE{S): The applicant will help create or manage annexes to exercise and annual reports through data entry and analysis He/she will research trends in past exercises and events to prepare packages for upcoming exercises. He/she will participate in the NATO LL process in LANDCOM including boards and working groups

TYPE OF BACKGROUND/EDUCATION REQUIRED: Applicant should have demonstrated experience or interest in areas concerning administration, editing/writing, document management or information systems He/she should have basic Microsoft Word skills and be familiar with Microsoft Excel and Outlook. Must be demonstrably fluent in English (Listening, Speaking, Reading and Writing). Applicant needs a NATO SECRET clearance as the system of record resides on the classified network.

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DETAILS of the INTERNSHIP-OFFICE of the POLITICAL ADVISOR (POLAD)

Principal Duties: Support the Political Advisor (POLAD} Office with regard to preparing:

a. Targeted briefings and think pieces on potential areas of conflict, including political developments, matters affecting security and stability, local governments, international organization activities, and the nexus of political extremism, organized crime, armed violence and terrorism, as required.

b. Monitor press, products, briefings and readouts to identify emerging pol-mil issues relevant to the LANDCOM mission, develop slides and scripts for weekly Situational Update Briefs (SUB} and Command Group Update Assessments (CGUA}.

c. Provide geo-political analysis of special events, i.e. NATO Summits.

d. Provide support for NATO high-level visits, exercises, conferences.

e. Prepare CG for country visits.

f. Prepare/update POLAD TDY guides providing gee-political, regional, cultural context for LANDCOM activities with partners.

g. Attend briefings representing POLAD Office, brief as required, provide readouts.

h. Maintain internal POLAD SharePoint site.

TYPE OF BACKGROUND/EDUCATION REQUIRED:

Background: Experience in International Affairs and familiarity with NATO role, policies and practices, dealing inter alia with political advice, NATO defense policy, NATO military operations, command decision-making, relationships with nations, international organizations operating with or alongside NATO. Tactful individual, possessing sound judgment, flexibility and the ability to express himself/herself persuasively, both orally and in writing. Must have an ability to operate comfortably in a multi-national environment.

Education: University Degree in political science, public administration, international relations or related discipline or in the final 18 months of a program resulting in such a degree.

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DETAILS of the INTERNSHIP-Directorate of Management (Protocol and Conference Services)

DETAILS OF PROJECT:

The Protocol and Conference Services Branch is responsible for the planning, coordination and arrangements necessary to support conferences, VIP visits and senior level meetings at the HQ and, where appropriate, at subordinate formations. It especially deals with protocol affairs for ceremonies, conferences, meetings and official visits of VIPs to HQ and/or deployed HQ elements. Plans and executes all protocol arrangements for DVs to CG. It liaises with counterparts for incoming and outgoing visits. The office is also in charge of the HQ hospitality budget. The Protocol Section Head provides advice to the wide range of protocol matters and provides specific advice on their implications for the conduct of LANDCOM missions.

EXPECTED DELIVERABLE(S):

• Assists in all protocol tasks during planning, preparation and execution.

• Develops and maintains a Command Group Database which includes key military, political and social contact information and visitor lists with correct name/title/address/contact information for official functions.

• Coordinate all incoming visits including branch level and national visits.

• Deals with security related issues in regards of visitor's lists in house and deployed, keeps track of VIP badges from HQ Security.

• Escorts visitors on request.

• Co-ordinates conference room support services.

• Drafts military and non-military correspondence messages, orders, recurring and special reports, requisitions, forms, regulations/directives and related documents.

• Works as part of a project team or being a member of a working group as directed.

• Submits maintenance work orders as required, including office and communication equipment and supply.

• Must be suitably presentable for business.

TYPE OF BACKGROUND/EDUCATION REQUIRED:

Secondary education and basic training in Tourism and Hotel Management, Public Relations, Business Administrations, International Relations disciplines.

• Proficiency in English language is necessary (B2)

• Basic knowledge of Microsoft Office Programs

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DETAILS of the INTERNSHIP-Communications Directorate (Public Affairs)

DETAILS OF PROJECT:

The Public Affairs Branch is responsible for promoting LANDCOMS's military aims objectives to audiences in order to enhance awareness and understanding of the land military environment and activities, including mass media relations, internal communications and community Relations. Tasks will include the individual tasks of creating reports, operating a camera as a Photographer or videographer, creating social media posts Post will include collaboration with other Public Affairs personnel to create content, support personnel while they are conducting Public Affairs operations on TOY.

EXPECTED DELIVERABLE(S):

- Composes, organizes and maintains multimedia content, including print articles of the LANDCOM web site and for all major social media platforms (Facebook, Twitter,lnstagram, Youtube)

- Advisor to COMMS directorate on local (Turkish) media, and local media opportunities to engage.

- Writing captions suitable for social media in regards to style and tone.

- Produces Daily News Review: a compilation of media stories relevant to LANDCOM Operations, and the inclusion of NATO SHAPE's News Review.

- Provides reports including monthly web stats, and capable of analyzing data to Interpret effectiveness of messaging operations.

- Capable of creating photographic and video content for use on social media, Website, and archival platforms.

- Catalogues and creates metadata for digital media content.

TYPE OF BACKGROUND/EDUCATION REQUIRED:

- One year experience in digital media editing (photo/ video)

- Higher secondary education in mass communications/ journalism.

- Knowledge of Turkish culture, and understanding of sentiment of local population.

- Good English and good computer skills (Internet browser, Microsoft Office and Apps for Translations) are mandatory.

LANDCOM INTERNSHIP PROGRAMME 2025

Following Commander Allied Land Command guidance, an Internship Program to provide **current students** and **most recent graduates** with the opportunity to intern at LANDCOM is to be introduced. Interns will benefit from the program by gaining an understanding of an international organization, while adding to their Curriculum Vitae. The LANDCOM Internship Program (LIP) focuses on highly motivated candidates from a wide variety of disciplines including: political science, international relations, security studies, law, economics, engineering, logistics, human resources, financial administration, accounting/auditing, information technology, language service, journalism, and media communications. The LIP is part of Commander Allied Land Command larger campaign to elevate and improve LANDCOM visibility.

CANDIDATES

LIP will be available for the following periods:

- 6 months internship program as part of, or complementary to a university degree program.
- 6 months internship for, in principle, recent Bachelor graduated students who are interested in a specific project that can be of support for a Master graduation program.
- 6 months internship program for, in principle, recent Master or PhD graduated students (graduated less than 6 months ago) who are looking for work experience in an international organization as a first step to an international career.

The closing date to submit an application for internship is as follows:

Applications for an internship shall reach LANDCOM **no later than 31 January 2025**. As a result of the selection process pending the completion of necessary formalities required to work at NATO (security clearance, visas etc.) you will be invited.

To qualify for an internship, the applicant must meet the following eligibility criteria:

- All applicants for an internship must be a citizen of a NATO member nation.
- A certificate given by the University stating that an internship on their subjects of study is necessary for their professional development.
- Applicants must be proficient in the use of the English language.
- Applicants must have at least two years of successful university study or equivalent. The program is open to **current students or recent graduates (degree obtained within the last 18 months).**

CONDITIONS OF INTERNSHIP

LANDCOM will provide interns with **30.335.09TRY** net as a monthly lump sum to cover their stay, travel and subsistence. Selected interns are responsible for their accommodation and work permit arrangements. Travel tickets to and from Turkey to their residence where they came from will be reimbursed up to total amount of 1200EUR.

Interns are required to have social insurance coverage including health care, and this must be documented during the in-processing, and take care of formalities with the Turkish authorities regarding their stay in Turkey.

HOW TO APPLY:

Allied Land Command uses NATO Talent Acquisition Platform. In order to apply for the internship, please visit the platform at: https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en and search for vacancies within Land Command HQ.

A copy of the candidate's **one page summary CV** must be attached to the application. In addition, all interns have to submit a **one-page essay** giving details on their motivation for an internship at LANDCOM and on their expectations during the internship.

Once a candidate has been selected, the start date of the internship period will be determined taking into account divisional needs, the availability of the selected candidate, and the security requirements.

DETAILS of the INTERNSHIP-DCOS TRANSFORMATION AND INFORMATION

DETAILS OF POSITION: to support the Director of Management and DCOS Transformation & Integration with timelines, coordination, products and conducting working group meetings for infrastructure development, project management, battle rhythm coordination, and business continuity

EXPECTED DELIVERABLE(S):

• Coordinate and synchronize activities with DCOS Transformation and Integration (T/I) Office

• Manage tasker tracker enterprise requirements

• Assist in the writing and proofing of staff products

• Coordinate meetings and travel for members

• Familiarize with project management (PM) principles and complete initial PM certification training

• Familiarize with Business Continuity (BC) principles and complete initial BC certification training

• Support infrastructure development projects and assist with management of HQ expansion project

• Support the Specific Environments Panel (SEP) Chair with work relating to the bi-annual meetings and inclusion in the Land Operations Working Group (LOWG)

• Assist with development of unclassified website in support of the Specific Environments Panel -- to be linked to the LANDCOM NU facing website.

• Coordinate and synchronize activities with DCOS Transformation and Integration (T/I) Office

TYPE OF BACKGROUND/EDUCATION:

Essential qualifications / experience:

• University degree with focus on business or management; alternatively civil or architectural engineering background is preferable

• Higher secondary education with emphasis on office management and product development

• English level: SLP 3.3.3.3. or civilian equivalent level.

• NOTE. The work, both oral and written, in this post and in this Headquarters as a whole is conducted mainly in English.

Desirable qualifications / experience:

• Project Management Professional (PMP) or PRINCE2 training or certification

• Experience with BC or Disaster Recovery

• Military Experience on staff

• Microsoft Office certification

• ITIL4 certification