

Traineeship Programme

Terms of Reference

Training Period: 02-02-2026 to 30-06-2026

Location: Lisbon, Portugal

Department: Central Unit – Communication

Purposes of the traineeship

(Article 2: Rule No. [1345](#) of 23 April 2012 on traineeships and study visits in the Council of Europe Secretariat)

1. A traineeship enables the trainee to gain a general overview of the Organisation's activities, objectives and work.
2. A traineeship gives the trainee the opportunity to supplement the knowledge acquired through his or her studies or work and to put that knowledge to practical use.
3. A traineeship is intended to promote European integration, enabling the trainee to work in a multicultural and multilingual environment where the values of the Council of Europe are respected.

Under the authority of the North-South Centre (NSC) Executive Director, the supervision of the Communication officer and in close coordination with the project teams, the trainee will contribute to the Centre's activities by providing support to the preparation, implementation and evaluation of the various communication actions foreseen during the period of 2 February to 30 June 2026.

Main Duties:

The duties requested to the trainee involve, but are not limited to:

- Contribute to the implementation of communication strategies,
- Update webpages and social media channels,
- Participate in communication activities at large,
- Contribute to the production of publications and reports,
- Provide support to produce promotional material,
- Provide general assistance.

Within this framework, the role of the trainee will consist of:

- Supporting the supervisor and project officers in tasks related to the drafting of press releases and short news, as well as updating NSC website,
- Supporting the supervisor and project officers in tasks related to social media development and management (LinkedIn, X, Facebook)
- Contributing to the communication strategies, including for the HEY programme and for the North-South Prize of the Council of Europe
- Contributing to the logistics and communication of the main events taking place during the traineeship period and beyond, including for the North-South Prize of the Council of Europe Award Ceremony, the Bureau and Executive committee meetings, the Global Education annual meeting and the African University on Youth and Development.
- Contributing to the international and regional communication actions together with communication officers from field offices.

Competences' framework of the traineeship:

- Values of the Council of Europe through the work of its NSC;
- Results-based communication and communication management;
- Reporting, writing skills and institutional communication;
- Research and analytical skills;
- Development of intercultural communication skills;
- Development of personal skills such as problem-solving and teamwork attitudes;
- Others to be defined/identified by the supervisor and trainee.

Main learning outcomes:

- Planning and implementation of communication strategies;
- Internal procedures of an international organisation;
- Human rights based communication actions.