



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE
برلمان البحر الأبيض المتوسط

Internship Opportunity – PAM Archives Assistant

Position Title : **PAM Archives Assistant**
Duty Station : **Città di San Marino, Republic of San Marino**
Duration : **4 – 12 months**
Starting Dates : **ASAP**

PAM is looking to identify an Intern – PAM Archives Assistant, for a period from 4 to 12 months to support its archiving processes during 2021, as well as checking registries, logs and indexes according to the actual physical documents, both online and at its regional office in San Marino

Context:

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization, which brings together 34 member parliaments from the Euro-Mediterranean and Gulf regions to discuss the most pressing common challenges, such as regional conflicts, security and counterterrorism, humanitarian crises, economic integration, climate change, energy security, mass migrations, education, human rights and inter-faith dialogue. Through this unique political forum, PAM Parliaments engage in constructive discussions, share legislative strategies, and work together towards shared and effective solutions. Over the years, the Assembly has established itself as the main actor of parliamentary diplomacy in the greater Euro-Mediterranean region.

The staff of the Secretariat assists the PAM President, the PAM Bureau, all members and the Secretary General in the execution of their mandate and is responsible for the follow-up on the decisions taken by the Assembly providing coordination, assistance and support to the work of the three Standing Committees (SC) and all other bodies established under PAM including Archives and Communication. PAM has recently established a new regional office in San Marino and here wishes to welcome a number of selected interns.

Main Duties:

Under the supervision of a PAM Officer, the intern will be assigned with the following major tasks:

- Supporting the Secretariat with data management, including protocol, archiving of documents, and conversion of historical documents into electronic format
- Following an action plan for a systematical audit of PAM historical meetings, conferences and Plenary Sessions records.
- Identifying documents according to appraisal criteria, using relevant reference codes to complete existing registries and combined query criteria.
- Checking content of digitized files against paper documents and making necessary adjustments to existing registries.

- Quality control of the digital processing
- Updating and re-organizing selected thematic collections made available to researchers.
- Engaging in a personal project related to documentation, archives and open access to digital data.
- Undertake other assignments as required.

Qualifications and Competancies:

- Recent graduate with a minimum of a Bachelor's degree, relevant Masters strongly preferred (Archival Science, Information Management, Political Science, International Relations, International Law, Public Administration, etc.).
- Fluency in English required, fluency in French and/or Arabic strongly preferred, knowledge of other regional languages welcomed.
- Ability to manage a multitude of different tasks of varying priority, ensuring they all get completed with minimal supervision.
- Ability to think critically in stressful situations, solve problems quickly, and anticipate potential problems before they occur.
- Impeccable attention to detail.

Notice:

- Kindly note that the internship is unpaid and on full-time basis. Researchers work five days per week under the supervision of a staff member.
- Candidates of certain nationalities must obtain a visa authorizing their stay in San Marino before they depart to begin their internship. While this is the overall responsibility of the selected candidate, PAM Secretariat will provide information and supporting documents as needed.
- In the context of the COVID-19 pandemic, applicants must be willing and prepared to undertake the internship remotely for a part or the entirety of the internship, depending on the epidemiological situation.

Eligible candidates are encouraged to send their CV and a cover letter in English or French to admin@pam.int and secretariat@pam.int, mentioning the internship title in the subject line.

The administrative documents are available on PAM website.
<https://www.pam.int/default.asp?m=career>

Incomplete applications will not be considered.