

# Three Internship Positions at the CBSS Secretariat, Stockholm

The Council of the Baltic Sea States

**Deadline for applications: 26 June 2025, 23:59 CET**

(To apply go to the end of this page and click on "Apply")

The Permanent International Secretariat of the Council of the Baltic Sea States (CBSS) in Stockholm, Sweden is looking for three interns to join the Secretariat for a nine-month full-time internship starting in September 2025.

## The CBSS Internship Programme Objectives:

- To give young graduate students from the Baltic Sea Region the opportunity to familiarise themselves with the work of the CBSS as an International Organisation.
- To provide the Organisation with access to the latest theoretical and technical knowledge that the intern can apply through practical work assignments.
- To contribute to strengthening a Baltic Sea Identity through a more diverse workforce.
- To expand knowledge and understanding of the CBSS in its Member States.

## Responsibilities

The selected candidates will support the activities of the teams within the three CBSS long-term priorities; Safe and Secure Region, Regional Identity and Sustainable and Prosperous Region.

The intern's responsibilities will depend on the assigned team, the selected candidate's education and background.

## General tasks may include:

- Providing technical and administrative support to the management; Director General and Deputy Director General and the different teams including Safe and Secure Region, Regional Identity or the Sustainable and Prosperous Region in the daily work.
- Assisting in organising relevant events for various groups of stakeholders, including drafting of agendas, booking of venues, arranging travel and accommodation reservations for the participants, organising lunches and dinners.
- Producing minutes and/or summaries of meetings attended.
- Drafting of reports within the area of work of the assigned team.
- Supporting in drafting and producing communication material, speeches, articles, blog posts, presentations, etc.
- Assisting in promotional activities including awareness building and youth participation.
- Participating and supporting the CBSS Secretariat Administration during internal or external relevant events organised by the Secretariat and Expert Units.
- Performing other administrative and technical tasks as needed.

## Eligibility Criteria:

The internship programme is open to students who are enrolled in an advanced university degree (Master) or are recent graduates from a programme with specialisation in an area relevant to the work of the organisation. Only citizens of CBSS Member States are eligible for the scholarship grant.

**Education:** You must be a university student or a recent graduate from a field such as Political Science, International Relations, Security Studies, Social Sciences, Education, Communications, Journalism or any other relevant field.

## Competencies:

**Communication:** The ideal candidate for the internship position speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others, places team agenda before personal agenda, shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Creativity:** Actively seeks to improve services; offers new and different options to solve problems; thinks “outside the box”.

**Technological awareness**

Computer literacy in Microsoft Office is required. Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks.

**Languages**

The working language of the CBSS is English. For the internship posts, fluency in written and spoken English is required.

**Conditions**

**Place:** The internship requires relocation to Stockholm.

**Scholarship Grant:** The CBSS Internship programme offers a monthly scholarship grant to nationals of the CBSS Member States.

**Health and disability insurance:** Interns are required to have health insurance coverage, and to take care of formalities with the Swedish authorities regarding their stay in Sweden. The Secretariat will not take responsibility for costs arising from accidents and/or illness incurred during an internship. Furthermore, upon awarding an internship, candidates will be required to sign a statement confirming their understanding and acceptance of the condition of service.

**Living in Sweden and Housing:** Interns are responsible to make all necessary arrangements regarding their stay in Sweden as well as housing arrangements.

**Internship period:** 9 months, starting mid-September 2025 until 30 June 2026.

**The CBSS Child Safeguarding Policy**

The CBSS Secretariat and its Expert Units are fully committed to keeping children we come in contact with through our work protected and safeguarded from actions that place them at risk of violence, abuse, exploitation, injury or any other harm. The CBSS Secretariat is committed to recruiting staff who follow strict child safeguarding practices.

**How to apply:**

Please upload your CV including two references and a short motivation letter in English addressed to Ms. Ligia Broström no later than 26 June 2025, 23:59 CET on the CBSS website at [www.cbss.org](http://www.cbss.org) under careers. You will find the "Apply" box at the end of the vacancy. Applications received after the deadline will not be considered. Received applications will be reviewed continuously thus, the positions may be filled before the deadline.

**Contact person:**

**Ligia Broström**

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