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| <b>Job title:</b><br>Intern, Public Policy and Advocacy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Reports to:</b><br>Director, Advocacy |
| <b>Division:</b><br>Public Policy and Advocacy, Brussels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          |
| <p><b>Role purpose:</b></p> <p>On behalf of our pan-European and global membership, AFME aims to provide industry insight and expertise to support the financial reform process and help ensure a clear understanding of how financial markets can meet the needs of the European economy in an increasingly competitive, globalised world.</p> <p>Based in Brussels within AFME’s Advocacy and Public Affairs Division, the Advocacy Intern will provide assistance on selected tasks and projects undertaken by the Advocacy Team and provide additional coverage support on assigned policy issues. AFME’s Advocacy Team works together with member firms and subject matter experts to help articulate and convey our messages to participants in the European policy-making process. The Internship role will involve exposure to AFME’s activities in wholesale finance and our work in analysing and influencing current and future European legislative, regulatory and public policy issues.</p> <p>Important information:</p> <ul style="list-style-type: none"> <li>• This is a paid internship;</li> <li>• The working contract shall be made under Belgian law;</li> <li>• Duration: Up to 12 months (to be discussed);</li> <li>• Tentative start date: September 2018.</li> </ul> |                                          |

| Key accountabilities       | Key activities / Decision areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Advocacy & Policy Coverage | <ul style="list-style-type: none"> <li>• Support the coverage of selected policy dossiers, particularly those relating to the EU’s Capital Markets Union project and the Economic and Monetary Union (EMU) agenda</li> <li>• Participate in internal and external meetings, events and discussions to develop knowledge and experience in public affairs, the EU legislative process, capital markets and financial sector policymaking</li> <li>• Participate in the team’s monitoring of EU institutional developments and reporting to colleagues and AFME’s membership</li> <li>• Attend and report on external meetings, events and parliamentary sessions attended</li> <li>• Support AFME’s coverage of policy developments in the EU-27 and specific member states depending on language skills</li> </ul> |
| Tasks and Projects         | <ul style="list-style-type: none"> <li>• Support the advocacy team in the delivery of Brussels-based workshops and events</li> <li>• Provide general support on briefing requests, speaking notes, research and information gathering and the preparation of advocacy materials</li> <li>• Be available to assist with team projects and administrative tasks as and when required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Person specification

### Key competencies

#### Essential:

- Genuine commitment to working as part of a team, delivering on the assigned tasks and making the most of the opportunities offered by the role
- Desire to acquire practical experience in EU policymaking and exposure to debates concerning the financing of the economy
- Intellectual curiosity and interest in financial services issues
- Motivation, strong work ethic and ability to work to tight deadlines

### Knowledge skills and experience

#### Essential:

- An academic background in EU studies/finance/law/economy/international relations or relevant field
- A general knowledge of the EU institutional structures and competencies
- Strong organisational skills
- Ability to draft short reports and prepare presentations
- An excellent command of oral and written English
- Good command of MS Office tools

#### Desirable:

- Familiarity with the European banking and capital markets landscape
- Understanding of the EU legislative process and regulatory instruments
- Knowledge of other European languages; German is an asset

If you would like to apply for this position, please submit your CV and Cover Letter to [careers@afme.eu](mailto:careers@afme.eu). A full job description can be found in the AFME website.

## About us

The Association for Financial Markets in Europe (AFME) advocates for deep and integrated European capital markets which serve the needs of companies and investors, supporting economic growth and benefitting society.

AFME is the voice of all Europe's wholesale financial markets, providing expertise across a broad range of regulatory and capital markets issues. We advocate for deep and integrated European capital markets which serve the needs of companies and investors, supporting economic growth and benefitting society. We aim to act as a bridge between market participants and policy makers across Europe, drawing on our strong and long-standing relationships, our technical knowledge and fact-based work. For more information please visit the AFME website, [www.afme.eu](http://www.afme.eu) or follow us on Twitter: [@AFME\\_EU](https://twitter.com/AFME_EU)