

ISTITUTO GIUSEPPE TONIOLO

DI STUDI SUPERIORI

ENTE FONDATORE DELL'UNIVERSITÀ CATTOLICA DEL SACRO CUORE

FELLOWSHIP PROGRAM OIV

PERMANENT MISSION OF THE HOLY SEE TO THE INTERNATIONAL ORGANIZATIONS (UN - OSCE – IAEA – CTBTO – UNODC – UNIDO)

VIENNA

2023 EDITION

The Fellowship Program OIV is targeted for students in their final academic year and for postgraduates of Università Cattolica del Sacro Cuore, and offers the opportunity for a fellowship in the Offices of the Permanent Mission of the Holy See in Vienna.

This initiative is promoted and sponsored by *Istituto Toniolo di studi superiori*, and has the aim of offering a motivated and competent student a fellowship in the work of the Holy See's Mission, who will be given on-the-job training within the International Relations sector.

On a wider scale, the aim is to contribute to the dialogue between academic areas and the diplomatic work of the Holy See. In this way the project would involve promoting the Catholic value of education, science, human dignity, peace, development and culture.

ADMISSION REQUIREMENTS

To apply, the candidate should:

1. have graduated (Laurea magistrale II livello – Master di II livello) in one of the Cattolica University branches by 22nd September 2023;
2. be under the age of 30 on 31st December 2023;
3. be fluent in written and spoken English, which is the main language for the work within the Organization. Candidates who can also use other UN languages, in particular, Russian, French and Spanish, will receive extra consideration. Knowledge of the German language is an additional asset, and would be helpful in the candidate's daily life.

CANDIDATE PROFILE

The Candidate will be evaluated on the suitability to work alongside the Holy See Permanent Mission's Staff in Vienna. In particular, the Candidate will be assessed on his or her:

- Writing, analytical and evaluative skills, the capacity to follow and synthesize meetings, carry out research, use resources like the internet and other databases independently.
- Teamworking skills, the ability to work independently and under pressure, dealing with complex organizations. The flexibility to take on various tasks in differing contexts is also required;
- Understanding of the work of the Holy See within the international organizations, and identification with the Catholic position and values.

DURATION OF THE FELLOWSHIP AND FINANCIAL SUPPORT

The Fellowship lasts 5 months, starting from 25th September 2023. The scholarship amount is of € 8,000 and will be provided by *Istituto G. Toniolo* in installments by bank drafts to the winner's personal bank account. The scholarship could be renewed for a maximum of a further 5 months, based on a request from the Permanent Mission to Istituto Toniolo and a report regarding the progress of the project. In case of a renewal, the Fellow will receive a further amount of € 8,000, therefore the total amount of the scholarship for 10 months would increase to € 16,000.

All the economic details will be communicated directly to the Fellow after the selection process has been completed. **All the figures previously stated are before taxes.**

Board and lodging, travel expenses, insurance and ordinary expenses are to be paid by the Fellow. Any extra costs, such as Visa fees etc. are also the Fellow's responsibility.

APPLICATION PROCEDURE

The application consists of an application form (**Modulo di adesione**) which can be downloaded from www.istitutotoniolo.it. As written in the instructions, the form has to be fully completed and uploaded along with the following documents:

- **Curriculum Vitae** based on the Common European Framework of Reference (<https://europa.eu/europass/it/common-european-framework-reference>);
- **A Cover letter:** written in English by the candidate to support his or her application. The letter should contain information about his or her study path, a brief description regarding any research carried out (if applicable, e.g. Ph.D. students) and describe at least three areas of interest that could be related to his or her role within the Mission office;
- **At least one letter of reference**, one of which must be from a lecturer of Università Cattolica or an employer from a relevant job experience. The letter(s) could be uploaded during the application process or alternatively sent by email directly to formazione@istitutotoniolo.it by the lecturer/employer.
- **The document** “*Autocertificazione degli esami superati con voti, date e crediti formativi universitari conseguiti* (nell’intero corso di studi presso l’UCSC) *e voto di laurea*” which can be printed directly (in English) from the ICatt student website;
- [Optional] Copy of any certification regarding **foreign languages** (TOEFL, IELTS, Cambridge, etc.).

Only digital copies of these documents are required.

All the communication between candidates and Istituto Toniolo concerning this application process will take place through email from the address formazione@istitutotoniolo.it and to the address that the candidate inserted in the application form.

NOTES

The following points must also be considered:

- The selection process will consist in an interview, which will take place at Istituto G. Toniolo (the offices on *Via Santa Valeria 1, 20123 Milano*) on 9th June, unless there are any unforeseen circumstances. In any case, a confirmation email regarding date and time for each candidate will be sent two working days beforehand.
- There are no specific programmes to prepare for the selection process, but it would be useful to visit and to read the documentation available on the following internet site: <https://www.osce.org> ; <https://www.unov.org> ; <https://www.ctbto.org> ; <https://www.iaea.org> . The selection process will consider the academic preparation of each Candidate and their language proficiency, but principally aim to identify how suitable the Candidate will be for the open internship position at the Permanent Mission.

- Due to privacy reasons, any communication between the Candidate and Istituto Toniolo will take place via the Candidates' own email address, which must be the same used for the application process. Any issues concerning the application and personal data cannot be discussed over the phone.
- The selected candidate must give confirmation by email of acceptance to Istituto Toniolo within 3 working days of receiving the Assignment letter. The confirmation can be found on the letter. In case of the selected candidate pulling out, the fellowship will be awarded to the next in rank, based on suitability.
- During the work placement, Candidates are obviously expected to be punctual and fully involved in their role. Furthermore, the Candidate will be an active member and work alongside the Permanent Mission's staff and will be introduced to the work of specialized agencies: should the candidate not satisfy requirements and not show full dedication, he or she will be replaced by another more suitable person. At the end of the placement, the Candidate will be required to send a summary report regarding their experience in that role to Istituto Toniolo.
- On one hand, Istituto Toniolo's objective is to maximize the students' potential and offer opportunities for further training and development. On the other hand, the student is expected to make a valid contribution to the University initiatives organized to promote post-graduate projects.