

## Research Projects Intern

**3-month remunerated internship position (full or part-time)**

**€1,000 gross per month**

**Starting date: 1 February 2023 preferred**

**Reports to the Senior Research Officer**

Location: Paris, France | Primary working language: English

### Overview

This is an exciting moment in CEPR's almost 40-year history, with the recent opening of our Paris office. We are now in the process of expanding our activities in France and plan to move our headquarters to France within the next two years. As part of this growth, we are seeking an intern to work in our projects team.

CEPR is an independent, non-partisan, pan-European non-profit organisation. Its mission is to enhance the quality of policy decisions through providing policy-relevant research, based soundly on economic theory, to policymakers, the private sector and civil society.

### Internship Objectives

The Projects Intern will gain hands-on experience with the administrative running of CEPR's various projects. Under the supervision of the Senior Research Officer, you will provide assistance to the projects team with the management of all CEPR's donor-funded projects, and in particular on Structural Transformation and Economic Growth (STEG, <https://steg.cepr.org/>).

### Specific tasks:

- Publishing the STEG Working Paper Series: contacting authors, preparation of papers, dissemination on website, social media, newsletter
- Supporting the evaluation of grants: preparing evaluation documents and folders, contacting evaluators, returning feedback to applicants
- Updating the STEG website: creating new content and updating existing content
- Updating STEG trackers: keeping data on STEG's projects and grantholders up to date
- Supervising online STEG events
- Any other related duties as required

### Person Specification

We are seeking a bright and enthusiastic individual, with excellent administrative and organisational skills.

In addition, he/she will have:

- A (recent) university degree and be currently engaged in a master's programme focused on development economics
- Excellent analytical and problem-solving skills
- High degree of familiarity with the MS Office suite, particularly using Excel
- Excellent written and spoken English
- Live in the Région Paris-Île-de-France and have the right to work in the EU

### To Apply

Applications should be made by submission of a cover letter and CV in English to [jobs@cepr.org](mailto:jobs@cepr.org), quoting "RPI22-WEB". The deadline is 5pm on Monday 16 January 2023; however, applications will be reviewed on a rolling basis.

We will also consider candidates who prefer to work part-time for one-two days per week.