

European Fund for the Balkans

Bringing the Western Balkans closer to the European Union

GUIDELINES FOR APPLICANTS

Fellowship Programme for Young Government Officials from the Western Balkans - **Supporting Excellence and Leadership in Governance**

April 2013 – July 2013

We are looking for the decision-makers of tomorrow who want to shape regional and European collaboration using their energy and enthusiasm

General

The application process for the "Fellowship Programme for Young Government Officials from the Western Balkans **"Supporting Excellence and Leadership in Governance"**" consists of three stages:

- Stage I: July 20 – September 20 2012
Submitting the Online Application Form
- Stage II: up to Interview
Sending additional documents via email, if requested
- Stage III: mid/end October 2012
Interviews upon invitation

Short-listed candidates will be notified of the results by e-mail at the end of September/beginning of October 2012, followed by an invitation for an interview. The candidates will need to confirm their attendance of the interview within 5 working days of receiving the notice.

Information regarding the final selection will be sent by the European Fund for the Balkans in **November 2012**.

Applications can be submitted exclusively from July 20 – September 20, 2012 via the online application form. Applications sent by post, fax or e-mail will not be considered!

1. Online Application (Stage I)

In order to apply for the Fellowship Programme you **must** use the on-line application system. You will then have to fill in the on-line application form and submit it before the deadline (20 September 2012 CET).

All applications must be submitted on-line using the described system. The EFB will not accept applications sent by post, fax or e-mail.

Before beginning the application process, you will need to have a valid e-mail address in order to register. You will not be able to register with the same e-mail and password more than once or to save your details and return to complete the application at a later date. Therefore, make sure that you study the application form

carefully and prepare the necessary documents (see below) before you start the on-line application process.

The application must be completed in English.

You will be requested to upload the following documents:

- **Detailed CV in English** (maximum 3 pages). Please **upload** a detailed CV in English. The CV should not be longer than 3 pages and should include history of your relevant professional experience to date and summary of your educational and academic background, such as, name of your home organisation, job title, number of months/years spent in each position, description of your duties and responsibilities, details of the work you have carried out, etc.
- **Confirmation by an employer** (pdf. jpg. gif. png). You are asked to upload a signed and stamped letter of consent/confirmation from your supervisor stating that you will be approved the necessary leave of absence from April 2013 to July 2013 (for the duration of 3 months), in case you are accepted for the Fellowship Programme.

When filling out the application form, you will be asked to provide information which requires a longer period of time for writing. You can write the text in advance in the standard text writing programmes and copy/paste in the appropriate field of the application form.

Please take into account the following instructions:

- **Motivation Letter:** We expect from you to write a motivation letter, 1-2 pages long (minimum of 300 words, maximum of 500), with a detailed presentation of your motive for applying to the Programme, as well as your intermediate and long-term professional goals and expectations about your visit to the host institution.
You should be as specific as possible: why do you want to participate in the Programme, to which institution and what kind of experience are you hoping to gain there? What benefits do you and/or your institution expect from your stay in the EU member state and your participation in the seminars? How do

you see the prospects for cooperation in the region after the completion of the Programme and your participation in an alumni network?

- **Programme Preferences:** In this section, you are requested to outline your preferences regarding a host country and host institution. **In case you cannot decide on the preferred host institution at this stage, you can choose the preferred host country and state your field of interest. We would especially appreciate if you are able to provide a contact person at your preferred host institution(s). This information would enormously contribute to the success and fastness of your placement.**

The placement in the host institution is made on a case-by-case basis taking into consideration the preferences outlined in the application form, your profile, the professional interests, the language skills and the strategic interests of your employer.

Therefore, please think carefully about your preferences concerning your placement. You may also wish to consult with your employer. In addition, take into account that it is not always possible to match your wishes. The selection you make concerning host country and institution, in the application form is not binding, but it will help us in making a final decision about your placement.

Only after you submit the application by clicking on "Submit" we will be able to register it. You will receive a notification from the EFB which confirms the receipt of your application. **In case you wish to print a copy of your application, you will be able to do so before submitting it.**

2. Submission of further documents via e-mail (Stage II)

After the pre-selection has been carried out by the EFB, you may be requested to send your university diploma by e-mail. The copy of the diploma should be sent together with the translation into English.

3. Personal interview (Stage III)

After the applications have been short listed, the candidates will be called for an interview, which will take place after mid October 2012. In case you are selected, you will be provided with all necessary information by the **end of September/beginning of October 2012.**