

**Intern's tasks - Academic Directorate –
APPED - Academic Policy and Engagement Branch**

1. Job Context

The Academic Policy and Engagement Branch (APEB) is a small unit tasked with overseeing policy and engagement activities across the NDC.

The scope of policy duties encompasses creating the vision and strategy for the College, organizing the annual Academic Advisory Board (AAB) with external members, preparing the Annual Report, and providing policy advice to NDC leadership.

Engagement responsibilities involve maintaining contacts and coordination with HQ NATO, advising leadership on interactions with NATO Allies, NATO Partners, and Non-NATO Entities. Additionally, APEB is accountable for NDC engagement activities with selected partners, including the NATO Conference of Commandants, NATO International Week in Kyiv, Gulf Week in Kuwait, and the Generals Flag Officers and Ambassadors' Course in Mauritania.

Positioned within the Academic Policy, Plans and Engagement Division, APEB plays a central role within the College, fostering close relations with all divisions of the institution.

2. Job Description

Under the direction of the branch head, provide comprehensive support to the APEB in its policy and engagement activities.

Specifically, help the Assistant with all tasks related to the organisation and execution of engagement events, and provide support to the Policy Officer in the preparation of the AAB, Annual Report, and other relevant materials.

Additionally, assist in developing innovative ideas and strategies for the College. The APEB continually seeks to enhance internal processes.