

# Internship – Records Centre and Archive Section

**Primary Location:** Brunssum, the Netherlands

**NATO Body:** Headquarters Joint Force Command (HQ JFC) Brunssum

**Office:** Records Centre and Archives (RCA) Section

**Schedule:** Full-time

**Closing date:** 23 April 2025

## Description:

As an intern in the Information Knowledge Management Division at HQ JFC Brunssum you will be required to assist the Command Archivist within the Records Centre and Archive (RCA) Section.

## About the internship:

During this 6 months programme starting 2 February 2026 until 31 July 2026 you will join the RCA Section to assist the Command Archivist in processing HQ records in preparation for transfer to the NATO Archives. This work may entail processing digital and physical records, rehousing of paper records of permanent value, archival arrangement, description, and coordination with other divisions for review and downgrading of classified information.

## The intern must:

- **for the whole period of the internship be enrolled and studying for a Bachelor's or Master's degree in the field of Archival/Information/Library Science, History, Political Science, International Relations or similar;**
- possess knowledge of international organisations including the North Atlantic Treaty Organisation;
- be able to effectively plan and organize the working time.

In addition, we are looking for candidates having the following desirable skills:

- strong computer skills (e.g. ECDL) including use of Microsoft Office package;
- have a basic understanding of archival processing and descriptive standards (RAD, ISAD(G), METS etc);
- experience working with databases to manage large data sets is desirable;
- be dynamic, self-motivated and personable with an ability to work in a team environment with people from diverse backgrounds.

## Stipend:

You will be compensated at a fixed taxable rate of € 1424.59 (2025 rates), per month based on 37.5 hours internship work hours per week.

We will also compensate you for travel costs to/from your university to HQ JFC Brunssum (within set cap rates).

Interns will be entitled to 2 days of leave for each full month (of 37.5 hours a week) of internship.

## How to apply:

Complete the application form in the NATO Talent Acquisition Platform (NTAP) using the following link:

<https://nato.taleo.net/careersection/5/jobsearch.ftl?lang=en>

In the NTAP internship list, please select the HQ JFC Brunssum Records Centre and Archives Section internship opportunity and apply.

**Add a motivation letter and CV/Resume as mandatory attachments to the application in NTAP.** This one page essay should include the student's motivation for an internship at NATO / HQ JFC Brunssum, the student's expectations and objectives.

Please note that only candidates fulfilling **all** eligibility criteria will be taken into consideration.

Please visit <https://jfcbs.nato.int/contact> for more information on internship criteria and requirements.