

Intern – Human Resources

About us

Founded in Brussels in 1983, the CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the world's top 10 best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also from membership and conference fees.

The HR team is part of the larger Finance and Administration unit, which deals with HR, payroll, budgeting and accounting. Our HR team's mission is to support and empower CEPS people and create a workplace that embraces diversity, equity, and inclusion, where everyone can thrive and develop according to their talents and aspirations. The team consists of a Senior HR Manager and HR Coordinator and is led by the Director of Finance and Administration.

Main tasks

- You will support the CEPS HR team in its daily activities and projects, working under the supervision of the HR Coordinator.
- You will contribute to recruitment and hiring processes, including posting vacancies, screening applications, coordinating interviews, managing recruitment documentation, and supporting the recruitment of interns and visiting fellows.
- You will manage the applications mailbox, respond to spontaneous applications, forward applications to relevant units, and ensure appropriate follow-up.
- You will assist with onboarding and offboarding activities, including scheduling induction sessions, coordinating IT access and equipment, collecting documentation, preparing onboarding materials, and supporting employee departures.
- You will contribute to HR administration by maintaining employee records, updating leave and attendance records, managing HR intranet content, and following up on employee and intern expenses.
- You will participate in a range of HR projects, including the finalisation of the career and reward framework, preparation for the HR Excellence in Research on-site assessment, implementation of performance management tools, HR policy reviews, internal communications, staff surveys, and handbook updates.
- You will support learning and development activities by tracking training participation, organising workshops and training sessions, managing learning materials, processing survey feedback, and researching HR best practices.

Your background and qualifications

- You are currently pursuing a Bachelor's or Master's degree in Human Resources, Business Administration, Organisational Management, or a closely related field. For recent graduates, the option of the CIP (Convention d'Immersion Professionnelle) scheme may be considered, subject to the candidate's eligibility.
- You have a strong interest in human resources and people management and are eager to learn more about the employee lifecycle and HR processes.
- Any previous internship or relevant work experience in HR, administration, or organisational support is considered an asset but is not required.
- You have excellent written and spoken English. Knowledge of additional languages is an advantage.
- You are proficient in Microsoft 365. Experience with Salesforce, Odoo, or other HR information systems is considered an asset.
- You have a basic understanding of HR concepts such as staff engagement, payroll processes, labour law fundamentals, and organisational development.
- You can work effectively in an international environment and manage multiple priorities while maintaining a high level of accuracy and professionalism.

Your profile

- You are a reliable team player who works effectively with colleagues across different departments and levels of seniority.
- You are proactive and take initiative, demonstrating a willingness to learn and contribute to a variety of HR activities and projects.
- You have strong organisational skills and excellent attention to detail.
- You are able to manage competing priorities, meet deadlines, and maintain high-quality standards in your work.
- You communicate clearly and professionally, both orally and in writing.
- You handle confidential information with discretion and demonstrate a high level of professionalism and integrity.
- You are empathetic, approachable, and committed to providing a positive experience for employees, candidates, interns, and visiting fellows.
- You have an inclusion-oriented mindset and absolute respect for diversity.
- You are enthusiastic about contributing to the success of CEPS as an organisation and supporting a positive workplace culture.

What CEPS can offer

We offer a full-time internship for the period of four to six months, starting from **end of August/beginning of September 2026**. The selected candidate will be eligible to receive expense reimbursement of up to 850 EUR/month upon submission of supporting documents. If the selected candidate is a recent graduate, they may join under the CIP scheme and receive a CIP allowance of 1200 EUR/month. The internship is based in Brussels and will take place in-person, but some teleworking might be possible for a limited period. Candidates must be legally entitled to undertake an internship in Belgium for the duration of the placement.

Career development prospects

This internship offers hands-on experience across the full employee lifecycle and exposure to a wide range of HR activities, including recruitment, onboarding, HR administration, learning and development, and HR projects. The selected candidate will gain practical experience in an international and multicultural working environment and develop skills that are directly relevant to a career in human resources.

More information

For further information about the position, please contact HR@ceps.eu

Application and deadline

Applications should include a **one-page letter of motivation** and a **detailed CV**, both drafted in **English**.

Please send your application to HR@ceps.eu with **"HR intern 2026"** in the subject line no later than **21 June 2026 at 23:59 CET**.

Interviews will be held online in early July 2026.

Applications received after the deadline, incomplete applications, or applications that do not follow the above instructions will not be taken into consideration.

CEPS is an equal opportunities employer. We value diversity and are committed to creating an inclusive environment for all staff. We welcome applications from candidates of all backgrounds.