

ISTITUTO GIUSEPPE TONIOLO
DI STUDI SUPERIORI

ENTE FONDATORE DELL'UNIVERSITÀ CATTOLICA DEL SACRO CUORE

FELLOWSHIP PROGRAM DCE
DICASTERY FOR CULTURE AND EDUCATION
ROME

2024 EDITION

The Fellowship Program DCE is targeted for students in their final academic year and for postgraduates of *Università Cattolica del Sacro Cuore*, and offers the opportunity for a fellowship in the Offices of the Dicastery for Culture and Education in Rome.

This initiative is promoted and sponsored by *Istituto Toniolo di studi superiori*, and has the aim of offering a motivated and competent student a fellowship in the work of the Dicastery, who will be given *on-the-job* training within the Cultural or the Education Section.

On a wider scale, the aim is to contribute to the dialogue between academic areas and the diplomatic work of the Holy See. In this way the project would involve promoting the Catholic value of education, science, human dignity, migrations, peace, health care, ecology, development and culture.

ADMISSION REQUIREMENTS

To apply, the candidate should:

1. have graduated (Laurea magistrale II livello – Master di II livello) in one of the Cattolica University branches by 22nd September 2024;
2. be under the age of 30 on 31st December 2024;
3. be fluent in written and spoken English, which is the main language for the work within the Organization. Candidates who can also use other UN languages, in particular Arabic, Russian, Chinese, French and Spanish, will receive extra consideration.

CANDIDATE PROFILE

The Candidate will be evaluated on the suitability to join the Staff of the Dicastery in Rome. In particular, the Candidate will be assessed on his or her:

- Writing, analytical and evaluative skills, the capacity to follow and synthesize meetings, carry out research, use resources like the internet and other databases independently.
- Teamworking skills, the ability to work independently and under pressure, dealing with complex organizations. The flexibility to take on various tasks in differing contexts is also required;
- Understanding of the work of the Holy See within the United Nations, and identification with the Catholic position and values.

DURATION OF THE FELLOWSHIP AND FINANCIAL SUPPORT

The Fellowship lasts 5 months, starting from 23rd September 2024. The scholarship amount is of € 9,000 and will be provided by *Istituto G. Toniolo* in installments by bank drafts to the winner's personal bank account. The scholarship could be renewed for a maximum of a further 5 months, based on a request from the Permanent Mission to Istituto Toniolo and a report regarding the progress of the project. In case of a renewal, the Fellow will receive a further amount of € 9,000, therefore the total amount of the scholarship for 10 months would increase to € 18,000.

All the economic details will be communicated directly to the Fellow after the selection process has been completed. **All the figures previously stated are before taxes.**

Board and lodging, travel expenses, insurance and ordinary expenses are to be paid by the Fellow. Any extra costs, such as Visa fees etc. are also the Fellow's responsibility.

APPLICATION PROCEDURE

The application must be submitted through the portal www.istitutotoniolo.it. A registration form is published on the portal, which requires the upload of the following documentation:

- "**Curriculum Vitae** based on the Common European Framework of Reference (<https://europa.eu/europass/it/common-european-framework-reference>);
- **A Cover letter:** written in English by the candidate to support his or her application. The letter should contain information about his or her study path, a brief description regarding any research carried out (if applicable, e.g. Ph.D. students) and describe at least three areas of interest that could be related to his or her role within the Dicastery;
- **At least one letter of reference**, one of which must be from a lecturer of Università Cattolica or an employer from a relevant job experience. The letter(s) could be uploaded during the application process or, alternatively, sent by email by the lecturer/employer directly to formazione@istitutotoniolo.it.
- **The document** "*Autocertificazione degli esami superati con voti, date e crediti formativi universitari conseguiti* (nell'intero corso di studi presso l'UCSC) *e voto di laurea*" which can be printed directly in English from the ICatt student website;
- [Optional] Copy of any certification regarding **foreign languages** (TOEFL, IELTS, Cambridge, etc.).

Only digital copies of these documents are required, no original document should be transmitted.

All the communication between candidates and Istituto Toniolo concerning this application process will take place through email from the address formazione@istitutotoniolo.it and to the address that the candidate inserted in the application form.

NOTES

The following points must also be considered:

- The selection process will consist of an interview which will take place at Istituto G. Toniolo (the offices on *Via Santa Valeria 1, 20123 Milano*) or via Zoom on 26th June 2024, unless there are any unforeseen circumstances. It is anticipated that seven to ten candidates with the most suitable curriculum, references and essays, will be selected as finalists for the interview. In any case, a confirmation email regarding date and time for each candidate will be sent two working days beforehand.
- There are no specific programmes to prepare for the selection process, but it would be useful to visit and to read the documentation available on the following internet sites: www.cultura.va and www.educatio.va. The selection process will consider the academic preparation of each Candidate and their language proficiency, but principally, and most importantly, aim to identify how suitable the Candidate will be for the open position in the Dicastery staff.

- Due to privacy reasons, any communication between the Candidate and Istituto Toniolo will take place via the Candidates' own email address, which must be the same used for the application process. Any issues concerning the application and personal data cannot be discussed over the phone.
- The selected candidate must give confirmation by email of acceptance to Istituto Toniolo within 3 working days of receiving the Assignment letter. The confirmation form can be found attached to the Assignment letter. In case of the selected candidate withdrawing, the fellowship will be awarded to the next in rank, if suitable.
- Istituto Toniolo reserves the right to assign one or more extra fellowships in case of supplementary funds (e.g. donors, partnerships...) and if so desired by the Dicastery. Any additional fellowships would be assigned according to the ranking that will be published as the result of the selection process as stated. All the extra fellows will observe the same conditions of this Competition Notice.
- During the work placement, Candidates are obviously expected to be punctual and fully involved in their role. Furthermore, the Candidate will be an active member of the staff team and will be in touch with other organizations: should the candidate not satisfy requirements and not show full dedication, he or she will be replaced by another more suitable person. At the end of the placement, the Candidate will be required to send a summary report regarding their experience in that role to Istituto Toniolo.
- On one hand, Istituto Toniolo's objective is to maximize the students' potential and offer opportunities for further training and development. On the other hand, the student is expected to make a valid contribution to the University initiatives organized to promote post-graduate projects.