

February 2015

Description of EFTA's Organisational Structure and Related Trainee Posts

[Secretary-General's Office \(SGO\) - Geneva and Brussels](#)

[Trade Relations Division \(TRD\) - Geneva](#)

[EEA Coordination Division \(ECD\) – Brussels](#)

[Goods Division \(GDD\) – Brussels](#)

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Secretary-General's Office (SGO) - Geneva and Brussels

(10 month traineeship)

The SGO supports the Secretary-General as well as the activities of the EFTA Council and its substructures. Furthermore, it assists the Member States in reviewing and updating the EFTA Convention, provides economic analysis for internal use and services the Member States in various political and administrative processes. The SGO also coordinates information services to the Member States and the general public. The SGO has staff both in Geneva and Brussels and has one trainee post in each site.

The SGO trainee in Geneva participates in the preparation for and attendance at the meetings of the EFTA Council and related bodies, and contributes to meeting reports and background notes. S/he also works closely with the Division's Economic Officer in preparing statistics and may help conducting studies related to Free Trade Agreements (FTAs). For this, a good understanding of the field of international trade and FTAs would be an advantage. The trainee should be fluent in English and have some experience in handling statistical data. Skills or interest in information technology, for example the ability to upload information to the EFTA Internet site, will also be an advantage.

The SGO trainee in Brussels works with the Information Officer and the Information Coordinator and has the opportunity to have an impact on the services of the EFTA Secretariat in information and communication. S/he writes a daily press review and participates in editing, publishing and updating content on EFTA's website and intranet, as well as managing social media channels. In addition, s/he is involved in various information and communication projects, editorial work on EFTA's publications and assisting with presentations to visitor groups on the role of EFTA and the EEA Agreement. For this, fluency in English is necessary and a good understanding of the EU institutions is a clear advantage. The information trainee should also be acquainted with the use of Content Management Systems. Knowledge of, or an interest in webmaster tools, photography and photo/video editing will also be an advantage.

Trade Relations Division (TRD) - Geneva

(5/6 month traineeship)

The TRD is in charge of the exploration, negotiation and implementation of preferential trade arrangements with non-EU partner countries worldwide (Declarations on Cooperation, Free Trade Agreements). The TRD has one trainee.

The TRD trainee's main tasks relate to trade in goods and customs issues. They entail technical analyses on market access, review and amendments to customs tariff tables, notifications to partner countries, etc. The TRD trainee post requires experience and knowledge within the field of customs and origin, and candidates are often recruited from EFTA national customs authorities.

EEA Coordination Division (ECD) - Brussels

(10 month traineeship)

The ECD is responsible for the management and coordination of general EEA related work, which consists of organising the meetings of the EEA Council, the Standing and Joint Committees, and the Parliamentary and Consultative Committees by drafting chairmanship programmes, reports, speaking notes, minutes, etc. Moreover, the ECD is in charge of legal and institutional issues, policy analysis and of the management of official documents. The ECD has two trainees.

The ECD trainees assist in the preparation and follow-up of the meetings of the different committees by drafting reports, speaking notes and minutes, and in the organisation of the biannual EEA seminar. They also assist the legal officers in their work by drafting legal memoranda and carrying out specific research on substantive issues related to the EEA/Internal Market.

Goods Division (GDD) - Brussels

(10 month traineeship)

The GDD handles the integration of EU legislative acts related to the free movement of goods into the EEA Agreement and technical issues regarding the free movement of goods. Specific policy areas include competition policy, state aid, intellectual property, standardisation, customs matters, energy, technical barriers to trade, pharmaceuticals and food safety. The division cooperates with EFTA States and the EU institutions in order to facilitate the collaboration between EFTA and the EU.

The GDD trainee assists the division in all policy areas. The trainee's main tasks include conducting research on EU-EEA law integration, drafting reports, proposals, notes and emails, attending external meetings accompanied with – or on behalf of – officers, updating the EFTA website, preparing expert meetings and generally provide assistance to the officers when needed.

Services, Capital, Persons & Programmes Division (SCD) - Brussels (10 month traineeship)

The SCD is in charge of work related to the integration of EU legislative acts within the services, capital and persons areas of the Internal Market, as well as the EFTA countries' participation in flanking and horizontal policies, typically including EU programmes and other activities. Most legislative acts are in the transport and environment fields, whereas other specific work areas include consumer protection, enterprise and Internal Market affairs, social policies, financial services, media, education and research. The SCD has one trainee.

The SCD trainee assists the Division in the preparation and follow-up of expert meetings and other ongoing tasks. The work of the trainee can be spread over many policy fields or focus on one topic, depending how the work situation is at any given moment. The work can consist of drafting notes and reports, and preparing tables of information and presentations.

EFTA Statistical Office (ESO) - Luxembourg (5/6 month traineeship)

ESO is situated in Luxembourg in the premises of the European Commission's Statistical Office (Eurostat) and deals with statistical cooperation within and outside the framework of the EEA Agreement. ESO has one trainee.

The ESO trainee participates in the daily work of the office, and some of the main tasks of the trainee are to monitor the inclusion of EFTA data in Eurostat publications and to identify new EEA relevant legal acts in the field of statistics. The trainee also supports the EFTA Secretariat and the EFTA States on various issues concerning statistics. The ESO trainee is recruited directly from the EFTA national statistical offices through a separate procedure from the other trainees.

Financial Mechanism Office (FMO) - Brussels (10 month traineeship)

The FMO manages the EEA Grants and Norway Grants on behalf of Iceland, Liechtenstein and Norway. The Grants contribute to reducing disparities in the European Economic Area and to strengthening bilateral relations between the three donor states and the 16 beneficiary states in Central and Southern Europe. Key areas of support are environment, climate change, civil society, health, research, scholarships and the justice sector. The FMO handles the day-to-day operations and is in close contact with the donor and beneficiary states. The FMO has 53 staff members and is a separate entity from the EFTA Secretariat in Brussels.

The FMO trainees are actively involved in the work of the FMO in areas such as legal, finance, communication, results and evaluation, sector and country.

The legal trainee will work on a broad range of legal issues surrounding the management of the EEA and Norway grants. These include resolving problems encountered during the appraisal and implementation of programmes and projects, providing legal support to beneficiaries as well as the donors on multiple legal issues as well as providing interpretations of the broader legal framework governing the grants.

The traineeship offers a valuable opportunity to achieve experience on legal issues surrounding grants management across a broad range of sectors and jurisdictions. The trainee is expected to carry out different tasks, under the supervision of the FMO's legal team, relating to the day-to-day work of the FMO. The position is well suited to motivated individuals, capable of finding creative solutions to diverse issues within an international environment and with a strong interest and background in EU Law.

The financial trainee will provide support to the financial controllers in reviewing the financial report, assist the finance team in planning and preparing financial reports and overviews for internal use and for the stakeholders; assist the finance team in accounting (reconciliation of accounts, closing of books) as well as perform other tasks depending on the interests and previous experience of the trainee.

The communication trainee will be responsible for developing content (e.g. news articles and project stories) for the EEA Grants website, internal intranet and social media channels; research and writing for publications, reports and other information and publicity materials; coordinating events calendars and writing the monthly newsletter; providing organisational support for workshops, conferences and information seminars; and coordinating responses to general enquiries about the Grants. This is a busy and challenging role offering an excellent opportunity to develop your skills and gain practical hands-on experience in communication work.

The Results and Evaluation trainee will help assess and report on results achieved via the Grants. This involves quality controlling data, conducting statistical analysis and communicating the main trends. Data and information is primarily stored in the Documentation, Reporting and Information System (DoRIS), which is the main IT system for supporting reporting and administration of the EEA Grants and the Norway Grants. The R&E trainee can also prepare specific data extractions, data reports or work with Eurostat, UN and other international statistics.

The Sector trainee will be given the opportunity to work within the different sectors supported by the grants - ranging from environmental protection and climate change to human and social development. The trainee will work mainly with programmes that support the civil society sector, which constitutes one of the key priority areas of the EEA and Norway Grants. The traineeship offers a valuable opportunity to achieve work experience within grants management and the trainee is expected to carry out diverse tasks relating to the day-to-day management of programmes, organising workshops, updating

information material, maintaining contact with the grants beneficiaries as well as working with an online documentation and reporting system.

The Country trainee will work within the team in charge of the daily contacts with the beneficiary countries as well as the coordination of the work to strengthen bilateral relations between the donor and beneficiary states. One of the objectives of the EEA and Norway Grants is to contribute to strengthening contact and cooperation between Iceland, Liechtenstein and Norway and the 16 EU member states benefitting from the grants. The trainee is expected to assist the Country officers and the bilateral coordinator in various tasks related to information and reporting, analytical work, communication with donor- and beneficiary state institutions, preparation of meetings, as well as working with an online documentation and reporting system. The traineeship offers a valuable opportunity to achieve work experience within the field of grant management as well as foreign relations.