

January 2022

Description of EFTA's Organisational Structure and Related Trainee Posts

- General / Policy Coordination, Economics, Legal (SGO), Geneva
- Trade Relations Division (TRD), Geneva
- Information / Communication (SGO), Brussels
- General / Policy Coordination (ECD), Brussels
- Legal Affairs (ECD), Brussels
- Legal Affairs / Policy Coordination (IMD), Brussels
- Statistical Cooperation (ESO), Luxembourg

All EFTA traineeship positions listed below are of 11 months.

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

Field of work

- General / Policy Coordination, Economics, Legal (SGO), Geneva
- Information / Communication - Brussels

The **SGO trainee (General/Policy Coordination, Economics, Legal)** in Geneva participates at meetings of the EFTA Council and related bodies and assists the Council Officer in the preparation and follow-up of meetings, for example by contributing to meeting documents and reports, background notes and press releases. The trainee will also assist in updating the EFTA website. In order to assist the Division's Economic officer in preparing economic notes and exchanges of information with partner countries, comfort with numbers and a good understanding of the global economy, including basic macroeconomic terms and the field of international trade and FTAs would be an advantage.

If the trainee has a legal background, s/he will have the opportunity to work with EFTA's Senior Legal Adviser on a wide range of issues, including on institutional and administrative matters. For this, knowledge of international law, hereunder international trade law and international administrative law would be an advantage. This position requires excellent drafting skills in English.

The **SGO trainee (Information/Communication)** in Brussels works with the Senior 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 press reviews (three times a week) 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 the monthly electronic Newsletter and assists with presentations to visitor groups on the role of EFTA and the EEA Agreement. The trainee would also assist in setting up and running online events. 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, photo/video editing and video/live streaming would also be advantageous.

Trade Relations Division (TRD) – Geneva

Field of work

- [International Free Trade Agreements](#)

The aim of the traineeship is to provide civil servants and other qualified applicants opportunities for training and familiarisation with the work of the EFTA Secretariat in the area of free trade agreements.

The Trade Relations Division (TRD) has responsibilities for the exploration, negotiation and implementation of preferential trade arrangements with non-EU partner countries. The Division consists of 13 people and includes 1 trainee, 9 Officers and 2 Administrative Coordinators.

The **TRD trainee** will be assigned tasks related to free trade agreements such as analyses around current trade topics of the division (trade and sustainable development, digital trade, economic and/or legal analyses), preparatory work and assistance for free trade negotiations, work on implementation of agreements and monitoring tasks.

EEA Coordination Division (ECD) - Brussels

Field of work

- [General / Policy Coordination](#)
- [Legal Affairs](#)

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, Subcommittee V on legal and institutional issues, the Parliamentary and Consultative Committees and the EEA EFTA Forum of Local and Regional Authorities 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 (General/Policy Coordination and Legal Affairs)**, which 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, assist the legal officers in their work by drafting legal memoranda and carry out specific research on substantive issues related to the EEA. The legal trainee provides support to the EEA Legal Team and Subcommittee V. The general trainee assists with the preparation and organisation of the EEA Council, the Standing and Joint Committees and the Advisory Bodies. Both trainees work in close cooperation with several ECD officers and are full members of the ECD team.

Internal Market Division (IMD) - Brussels

Field of work

- [Legal Affairs / Policy Coordination](#)

The Internal Market Division (IMD) is EFTA's largest division and gives support and assistance to the EFTA States in their work related to the incorporation of EU legislative acts into the EEA Agreement. The Division is responsible for the coordination of the work of the EFTA Sectoral Working Groups and Subcommittees I-IV and covers all the EU policy areas that fall within the scope of the EEA Agreement.

IMD recruits two trainees every year and consists of 22 staff members, including 12 policy officers and 3 legal officers. The trainees assist the policy and legal officers in their work within all policy areas of the EU's Internal Market, such as on Energy, Environment, Food Safety, Free Movement of Goods, Competition, Digital Policy, Financial Services, Transport, Free Movement of Persons, Social Policy, Consumer Protection, Education and Research.

The main trainee tasks include conducting policy analysis and research on EEA-relevant EU law initiatives, attending EFTA and Commission Working Group meetings and drafting reports from these meetings, assisting the policy officers with drafting agendas, notes and overview documents for the Working Group meetings, case-handling related to the incorporation of acts into the EEA Agreement, giving presentations to external visitor groups and generally assisting the officers or management of the Division as needed.

To the extent possible, the trainees are allocated to policy sectors in which they have specific experience, knowledge and interest. They are also invited to take on EEA related

research projects based on individual interest if time allows. They work in close cooperation with several policy officers and the legal officers and are full members of the IMD team.

Knowledge of and interest in EU policy and the EEA Agreement are essential requirements for both trainees. Ideally one of the trainees has a legal background and the other one a background in economics or political science.

EFTA Statistical Office (ESO) - Luxembourg

Field of work

- [Statistical Cooperation](#)

ESO deals with international statistical cooperation both within and outside the framework of the EEA Agreement. Its main objective is to promote the full inclusion of the EFTA States in the continuously evolving European Statistical System. Statistics is a separate policy area in the EEA Agreement. Although ESO's focus is mainly on legal and institutional affairs and dissemination, some smaller statistical publications are also published over the year. ESO has one trainee position under EFTA's regular trainee programme.

The **ESO trainee's** main tasks are to identify new legal acts to be incorporated into the EEA Agreement, to liaise with the National Statistical Offices of the EFTA Member States and the Commission (Eurostat), and to monitor and report on the inclusion of EFTA data in Eurostat publications. In addition, the trainee is expected to provide general assistance to the EFTA Secretariat and to the EFTA Member States on various issues concerning statistics and in the daily work of the ESO team.

ESO is located on the same premises as Eurostat, and ESO staff work closely with the Eurostat colleagues. The traineeship offers opportunities to gain insight into the workings of the European Statistical System (ESS), to learn about the incorporation about new legal acts into the EEA Agreement, and to attend Eurostat and EFTA meetings. Fluency in English and good knowledge of Microsoft Office are required. Basic knowledge of R is desirable.