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Description of EFTA's Organisational Structure and Related Junior Professional Programme Positions

Published in February 2024:

- General / Policy Coordination (ECD), Brussels
- Legal Affairs (ECD), Brussels
- Legal Affairs / Policy Coordination (IMD), Brussels
- Statistical Cooperation (ESO), Luxembourg

Published in March 2024:

- General / Policy Coordination, Economics, Legal (SGO), Geneva
- Internal Free Trade agreements (TRD), Geneva
- Information / Communication (SGO), Brussels

All EFTA Junior Professional Programme positions listed below are of 11 months.

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 Junior Professionals (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 Junior Professional provides support to the EEA Legal Team and Subcommittee V. The general Junior Professional assists with the preparation and organisation of the EEA Council, the Standing and Joint Committees and the Advisory Bodies. Both Junior Professionals 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 Junior Professionals every year and consists of 22 staff members, including 12 policy officers and 3 legal officers. The Junior Professionals 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 Junior Professional 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 Junior Professionals 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 Junior Professionals. Ideally one of the Junior Professionals 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

The EFTA Statistical Office (ESO) is responsible for international statistical cooperation both within and outside the framework of the EEA Agreement. ESO coordinates the work of the Working Group of the Heads of the EFTA National Statistical Institutes, and its main objective is to promote the full participation of the EFTA Member States in the European Statistical System (ESS). Statistics is a horizontal policy area in the EEA Agreement. Although ESO's focus is on legal and institutional affairs and data dissemination, some smaller statistical publications are also published from time to time depending on interest and resources availability. ESO has one Junior Professional position under EFTA's Junior Professional programme.

The **ESO Junior Professional's** main tasks are to identify EU legislative acts to be incorporated into the EEA Agreement, to liaise with the National Statistical Institutes of the EFTA Member States and with the Commission (Eurostat), to monitor and report on the inclusion of EFTA data in Eurostat's dissemination channels, and to contribute to the information and communication work of ESO. In addition, the Junior Professional is expected to provide general assistance to the EFTA Secretariat and to the EFTA Member States on various issues concerning official statistics and in the daily work of the ESO team.

ESO is located on the same premises as Eurostat in Luxembourg, and its staff work closely with Eurostat's staff. ESO consists of six staff members including the Junior Professional. The Junior Professional Programme at ESO offers opportunities to gain insight into the workings of the ESS and of the EEA Agreement, to learn about technical cooperation in the field of statistics with non-EU partner countries, to prepare, attend, and ensure the follow-up of ESS and EFTA meetings, and to get acquaintance with communication work. Comfort with numbers, knowledge of or interest in official statistics and their use for public policy making and monitoring as well as the EEA Agreement, excellent command of spoken and written English, and good knowledge of Microsoft Office are required. Intermediate knowledge of R is desirable.

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)** in Geneva participates in 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. This requires excellent drafting skills in English. Strong organizational skills and political sensitivity /awareness are desirable in this context. The trainee also assists the Economic Officer with data collection and analysis, preparation of economic notes and exchanges of information with partner countries. For this aspect of the position, analytical/quantitative skills, including familiarity/facility with international trade statistics and a good understanding of the global economy and international trading environment, are required. Experience in data management projects or programming in any statistical software would be an advantage/asset.

The **SGO Junior Professional (Information/Communication)** in Brussels works with the Head of Communications and Information and Digitalization and Communication Manager 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 junior professional 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 junior professional 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 Junior Professional Programme 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 Junior Professional, 9 Officers and 2 Administrative Coordinators.

The **TRD Junior Professional** 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, legal analyses), preparatory work and assistance for free trade negotiations, work on implementation of agreements and monitoring tasks. A background in international trade law would be an advantage.