

January 2020

Description of EFTA's Organisational Structure and Related Trainee Posts

Legal / Economics and General / Policy Coordination (SGO), Geneva
 Information / Communication (SGO), Brussels
 General / Policy Coordination (ECD), Brussels
 Legal Affairs (ECD), Brussels
 General / 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

- [Legal/Economics and General/Policy Coordination - Geneva](#)
- [Information/Communication - Brussels](#)

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 provides legal advice on institutional and administrative matters. 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 of the two locations.

The **SGO trainee (Legal/Economics and General/Policy Coordination)** 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 reports, background notes and press releases. S/he works closely with EFTA's Senior Legal Adviser in preparing legal advice on a wide range of issues, including on institutional and administrative matters, EFTA's internal legal framework, contract reviews and the EFTA Convention. For this, a good knowledge of international law, hereunder international trade law and international administrative law would be an advantage. In order to assist the Division's Economic officer in preparing economic notes and exchanges of information with partner countries, comfortability 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. The trainee should be fluent in English, have good drafting skills as well as some experience with Excel. Furthermore, knowledge or interest in information technology, for example the ability to update content on the EFTA website, would be beneficial.

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. 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 would also be advantageous.

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.

Internal Market Division (IMD) - Brussels

Field of work

- General / Policy Coordination

The IMD is responsible for giving support and assistance to the EFTA States in their work related to the incorporation of EU legislative acts into the EEA Agreement. The IMD

assists the EFTA Sectoral Working Groups and Subcommittees within all the policy areas of the EEA Agreement.

The division consist of 22 persons including the **2 trainees**, 13 policy officers and two legal officers. The trainees assist the policy officers in their work with all policy areas of the EUs Internal Market, such as on Energy, Environment, Food safety, Standardization, Competition, Digital policy, Financial services, Transport, Free movement of persons, Social policy, Consumer protection, Education and research.

The main 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 Officers with drafting agendas, notes and overview documents for the Working Group meetings, case-handling, updating the EFTA website, giving presentations to external visitor groups and generally provide assistance to the Officers or Management of the Division as needed. The trainees are also invited to take on research projects based on individual interest if time allows.

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, and ESO's focus is mainly on legal and institutional affairs and dissemination, rather than on statistical production. 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.