

## Description of FMO's Organisational Structure and Related Trainee Posts 2021-2022

<b>Communication Unit in the Director's Office Compliance and Administration Department</b>	
	<ul style="list-style-type: none"><li>• Legal Affairs Unit</li><li>• Finance and Control Unit</li><li>• Administration and Human Resources Unit</li><li>• Grants Management Systems Unit (IT)</li></ul>
<b>Programmes Department</b>	
	<ul style="list-style-type: none"><li>• Priority Sectors Unit</li><li>• Funds and Horizontal Concerns Unit</li></ul>
	<ul style="list-style-type: none"><li>- Civil Society Trainee</li><li>- Roma Inclusion Trainee</li></ul>
	<ul style="list-style-type: none"><li>• Results and Evaluation Unit</li></ul>
<b>Country and Bilateral Cooperation Department</b>	

**All 11 FMO positions are based in Brussels and the traineeship period is for 12 months.**

What type of work can you expect to do? The content of the job largely depends on the department you are assigned to. You may, for example, work in the field of communication, law or with specific sectors.

Typical tasks include:

- assisting on programme management
- coordinating events
- drafting minutes, information material and reports
- document management in the online documentation and reporting system
- assessing and communicating progress and results using indicators, statistics and other information.

Specific positions and tasks:

### **Communication Department**

The **Communication trainee** provides support in a broad range of communication activities. Key tasks include:

- creating visual content such as videos, designs and infographics for our social media channels

- drafting content for our social media channels and for the Grant’s website ([www.eeagrants.org](http://www.eeagrants.org))
- monitoring the [info-fmo@efta.int](mailto:info-fmo@efta.int) inbox
- assisting with the organisation of events and workshops

## **Compliance and Administration Department**

### Legal Affairs Unit

The **Legal Affairs trainee** supports the Unit on a broad range of legal issues surrounding the management of the grants.

Key tasks include:

- resolving problems encountered during appraisal and implementation of programmes and projects
- providing legal support to stakeholders on multiple legal issues as well as interpretation of the broader legal framework governing the grants

### Finance and Control Unit

The **Finance & Control trainee** works in close relationship with the finance and control officers and provides support and assistance to the team. Key tasks include:

- supporting the finance and control officers in their day-to-day tasks including financial planning, monitoring and reporting of programmes or administrative budget
- preparing and reviewing financial reports, procedures, overviews and statistical information for internal or external stakeholders
- working with the online documentation and reporting system, focussing on financial aspects
- supporting the finance and control team in designing and facilitating training workshops in beneficiary states.
- communicating with key stakeholders on finance and control matters
- contributing to accounting and payment review tasks

The traineeship might include occasional travels to Beneficiary States, if and when compatible with respective Covid-19 restrictions.

### Administration and HR Unit

The **Administration & HR trainee** works within the Administration and HR on dedicated tasks as well as providing various support for other Units. Key tasks include:

- participation in FMO’s recruitment and processes related to learning and development;
- participation in information generation and maintenance for FMO’s Intranet
- assisting with information capture, storage, and retrieval from FMO’s Records Management systems

### Grants Management Systems Unit (IT)

The **Grants Management Systems (IT) trainee** will support the management of the IT application; FMO's online documentation and reporting system. Key tasks include:

- supporting programme development and implementation (Financial Mechanism 2014-2021)
- user testing; preparation, performing content and functional testing and follow up according to Agile framework
- business analysis; collection of business requirements
- preparing documentation, presentations and guidance material
- providing user support through the helpdesk for internal and external users; for example, troubleshooting, issue tracking and user management
- working on the unit SharePoint sites
- preparing data extractions using Excel or SQL

Candidates with bachelor's degree will be accepted as well for that position.

## **Programmes Department**

### Priority Sectors' Unit

The **Priority Sectors Unit trainee** works on:

- supporting programme managers in their work related to programme development and implementation (Financial Mechanism 2014-2021)
- preparing and giving input to thematic analysis of supported sectors and providing assistance in reporting of results and trends
- assistance in maintaining contacts with programme operators in the 15 Beneficiary States
- working with the online documentation and reporting system

### Funds and Horizontal Concerns Unit

There are **two (2) trainee positions**, please specify your preference when applying.

### **Civil Society Trainee**

Supporting civil society is a key priority for the EEA and Norway Grants. Through the Active Citizens Fund, we provide more than 200 million € to the sector in the beneficiary countries. The objective of the Active Citizens Fund is to strengthen civil society and active citizenship and to empower vulnerable groups.

The programmes address a wide range of issues, from strengthening the role of civil society organisations as advocates of human rights, to supporting civil society organisations that promote the rights of disadvantaged citizens and increase citizens' involvement in policy and decision-making processes. In a context of reduced national and international support to civil society, the EEA and Norway Grants play a critical role in building the capacity of the sector. The following areas of support are covered by the programmes:

- Democracy, active citizenship, good governance and transparency

- Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity
- Social justice and inclusion of vulnerable groups
- Gender equality and gender-based violence
- Environment and climate change

#### Who are we looking for?

Preference will be given to recent graduates with strong interest in civil society, human rights and empowering groups in vulnerable situations. Successful candidates will have experience in volunteering for civic or social causes or working with a civil society organisation. Knowledge of a beneficiary country is considered an asset, but is not a requirement.

Key tasks include:

- Supporting day-to-day programme management tasks related to the implementation of the Active Citizens Fund
- Reviewing programme reports and project level information
- Extracting data, preparing overviews and carrying out analysis in the area of civil society
- Managing an online community platform for Fund Operators of the Active Citizens Fund
- Support the Communication Unit with proposing and preparing content for social media.
- Supporting administrative tasks, including participation in internal meetings and external events, drafting minutes and maintaining contact lists
- Working with the online grants management system and document archiving

#### **Roma Inclusion Trainee**

Roma inclusion and empowerment is a cross-cutting priority of the EEA and Norway Grants. Through dedicated programmes and projects, the Grants support countries in achieving their targets on Roma inclusion and the implementation of their national Roma integration strategies. The Grants support activities in the areas of education, employment, housing, healthcare, and efforts combatting discrimination. Issues are addressed with a broad and comprehensive approach, and Roma are targeted in an explicit but not exclusive way. Involving the Roma community in meaningful ways is essential in achieving this. Special focus is placed on countries with large Roma populations – Bulgaria, the Czech Republic, Greece, Hungary, Romania and Slovakia.

#### Who are we looking for?

The preference will be given to the candidates, recent graduates (minimum bachelor's degree required, master's degree is considered an asset) with a strong interest in Roma inclusion and empowerment, human rights and supporting groups in vulnerable situations.

The position is open for nationals of the EEA EFTA States (Iceland, Liechtenstein and Norway) and nationals of the member states of the European Union. Priority will be given to candidates of self-declared Roma/Sinti/Traveller origin.

Key tasks include:

- Supporting day-to-day programme management tasks related to the implementation of the programmes relevant for Roma inclusion, including monitoring and follow-up on financial allocations and Roma-related indicators
- Reviewing programme reports and project level information
- Extracting data, preparing overviews and carrying out analysis in the area of Roma inclusion and empowerment
- Managing an online community platform for Fund Operators of the Active Citizens Fund
- Support the Communications Unit with proposing and preparing content for social media.
- Supporting administrative tasks, including participation in internal meetings and external events, drafting minutes and maintaining contact lists
- Working with the online grants management system and document archiving

### **Results and Evaluations Unit**

The EEA and Norway Grants are implemented following results-based management principles – making sure that all funding contributes to the overall objectives of the Grants. Progress towards the achievement of the planned results is tracked through regular reporting, monitoring, and evaluation. The unit works across the entire organisation, providing support and expertise in result-based management, research methodologies, data management and analysis. The trainee is expected to take an active part in all aspects of the unit's work, contributing to the knowledge-based orientation of the Grants.

The **Results and Evaluations Unit trainee** works on:

- supporting programme implementation, including monitoring (Financial Mechanism 2014-2021)
- preparing thematic analysis of supported sectors
- providing training in reporting of results and trends
- working with the online documentation and reporting system
- preparing and quality assuring statistical reports and data extractions using Excel, PowerBI or SQL (Results and Evaluation unit trainee only)

### **Country and Bilateral Cooperation Department**

There are **two (2) trainee positions**, the **Country and Bilateral Cooperation trainees** will work within the team in charge of the day-to-day contacts with the Donor States and the Beneficiary States as well as the coordination of the work to strengthen bilateral relations.

Key tasks include:

- preparing annual meetings and assisting in informal and formal communication between Donor States and Beneficiary States
- assisting in follow-up of the country portfolios and surveying the political, economic and social development in the Beneficiary States as well as relevant EU development policies
- assisting in follow-up of initiatives for bilateral cooperation between public and private partners in the Donor and Beneficiary States
- analysing and reporting of information and working with the online documentation and reporting system
- assisting in coordination of internal and external meetings, both internally and externally.