

February 2019

## Description of EFTA's Organisational Structure and Related Trainee Posts

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

**All EFTA traineeship positions listed below are of 11 months.**

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

#### Field of work

- 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 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 in Geneva participates at meetings of the EFTA Council and related bodies and assists in their preparation and follow-up for example by contributing to meeting reports, background notes and press releases. 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, have good drafting skills as well as some experience in handling statistical data. Furthermore, knowledge or interest in information technology, for example the ability to update content on the EFTA website, would be advantageous.

The SGO trainee 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, 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 providing support to the EEA Legal Team and Subcommittee V. The general trainee assisting 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
- Legal Affairs

The IMD handles the integration process of EU legislative acts into the EEA Agreement on Working Group and Sub Committee level and within all the areas of the EEA Agreement. The division consist of 22 persons including 2 trainees. The trainees assist the division in all policy areas. The trainees' main tasks include conducting research on EU-EEA law integration, attending and drafting reports from Working Group meetings, drafting notes and overview documents, 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. 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

- [Statistics](#)

ESO is located in Luxembourg in the same premises as Eurostat, the Statistical Office of the European Union. ESO deals with international statistical cooperation both within and outside the framework of the EEA Agreement. ESO has one trainee position under EFTA's regular trainee programme.

The ESO trainee provides a valuable contribution to the activities of ESO. This includes identifying new legal acts to be incorporated into the EEA Agreement, monitoring and reporting on the inclusion of EFTA data in Eurostat publications, and assisting the EFTA Secretariat and the EFTA Member States on various issues concerning statistics.

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

Communication  
 Legal Affairs  
 Finance and Control  
 Administration and Human Resources  
 Priority Sectors  
 Funds and Horizontal Concerns  
 Results and Evaluation  
 Country and Bilateral Cooperation

**All FMO positions are based in Brussels and the traineeships are of 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 tasks:

### **Communication**

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

- developing content (e.g. videos, infographics and articles) for the Grants' social media channels, website ([www.eeagrants.org](http://www.eeagrants.org)), newsletter and the FMO's internal communication channels
- researching and writing for publications, reports and other information materials
- assisting with event organisation

### **Compliance and Administration Department**

#### Legal Affairs Unit

The **Legal Affairs trainee** works 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** provides support and assistance to the financial officers. Key tasks include:

- supporting the financial officers in their day-to-day tasks including financial monitoring
- preparing and reviewing financial reports and overviews for internal use and for stakeholders

### 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 HR policy development project and in HR quality assurance
- participation in information generation and maintenance for FMO's Intranet
- assisting with information capture, storage, and retrieval from FMO's Records Management systems

## **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)
- assisting on closure of the Financial Mechanism 2009-2014
- 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
- assistance in registration of calls for proposals published by programme operators

### Funds and Horizontal Concerns Unit

We have two **Funds & Horizontal Concerns Unit trainee** positions, please specify your preference.

- one of the trainees in the Funds and Horizontal Concerns Unit will concentrate on supporting the development and implementation of the civil society portfolio: [Active Citizens Fund](#)
- the second trainee in the Funds and Horizontal Concerns Unit will have a particular emphasis on the EEA and Norway Grants work with Roma inclusion and empowerment. For this position, priority will be given to candidates of Roma background

Tasks for both trainees will include:

- supporting programme development and implementation of the Financial Mechanism 2014-2021
- assisting on closure of the Financial Mechanism 2009-2014

- preparing and giving input to thematic analyses of supported sectors and providing assistance in reporting of results and trends
- maintaining contacts with programme and fund operators in the 15 Beneficiary States
- working with the online documentation and reporting system

#### Results and Evaluations Unit

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

- supporting programme development and implementation (Financial Mechanism 2014-2021)
- assisting on closure of the Financial Mechanism 2009-2014
- preparing and giving input to thematic analysis of supported sectors and providing assistance 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 or SQL (Results and Evaluation unit trainee only)

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

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