



European Free Alliance – European Political Party

LOOKING FOR AN EFA STAGIAIRE (V)

Brussels, 29th of September 2008

Context

EFA decided in 2005 to open for the first time a traineeship experience. This pilot project was a big success and that is the reason why EFA has decided to continue with the traineeship experiences from now on.

This trainee is open to all the young candidates that EFA parties would recommend, taking into account their skills and special interest in European and International affairs. EFA wants to give this opportunity to our parties. This opportunity is already offered by European Institutions, European bodies and even MEP offices and EFA want to follow this good practice. This is a unique opportunity for young people wishing to develop a European career or willing to learn more about the functioning of our Federation for their future work and life. We expect this traineeship experience to be rich and useful not only for us but also for our parties. The trainee/stagiaire would learn many things that would be applicable in the daily work of a party, likely in the European and International relations office, as well as useful in the personal life and carrier.

When a candidate had been selected, EFA will contact him or her and will do the contract arrangements. EFA will provide the selected candidate with a three months contract. All the stagiaires (trainees) will earn a net amount of 850€ a month. Other facilities if budgetary situation allows it.

This fifth traineeship will take place from January till March of 2009.

Summary

EFA is seeking to hire a STAGIAIRE (trainee) for its office in Brussels. The person will be in charge of a project currently running or planned within EFA to be decided in accordance with his/her abilities and skills. Primary responsibilities will be the daily management of the chosen project as well as punctual help in the daily management of the EFA office.

The trainee will be based in Brussels, Belgium. The person will work both in the EFA party headquarters and/or in the Bureau of an EFA MEP in the European Parliament. The EFA stagiaire will be assisted by the EFA staff and EFA assistants, which will orientate him/her in the daily tasks. There will also be structural contacts with the EFAY -co-ordinator and the new Political Foundation CMC –Centrum Maurits Coppieters-.

The selected candidate will be interested in EU knowledge and willing to work in an international atmosphere. He/She will have good interpersonal and management skills. Experience in co-ordination will be an asset. The selected candidate will be familiar with the EU structures and policies. The ability to effectively communicate is essential. Familiarity with linguistic rights, regions, nations, minorities and other important issues of the EFA policy is highly desirable.

The stage will be oriented as much as possible to the candidate's skills.

The stage will last 3 months.

Primary Responsibilities

Management:

- Punctual help in the day-to-day management of the EFA office (written reports, research, participation in meetings, e-mails, etc.)
- Help in the organisation of the EFA General Assembly and Bureau meetings if it coincides with the period of the stage.
- Participation in the following phases or in some of them for a project: design, management, implementation, and/or evaluation. The project will be decided according to the stagiaire skills, the period of the year and the current projects and activities within EFA.
- Written reporting at the end of the stage to the: 1) EFA political party of the work made during the stage. 2) Party that recommended the stagiaire.

Communication:

- Daily communication with the EFA staff of the EFA party. Regular communication with EFA branches if necessary (EFAY, EFA women, EFA honorary members, etc).
- Regular contact with the EFA group at the European Parliament. Networking with key partners in the European and International arena that are useful for the project developed by the stagiaire.

Qualifications

- University or college degree.
- Little experience working either with a youth organisation or political party.
- Experience in organising Youth projects or activities at a local, regional or National level will be an asset.
- General knowledge of the European Union structure.
- Computer skills.
- Good communication skills.
- Good oral and written communication skills in at least English or French. Other European language will be an asset.
- Office management and interpersonal skills.
- Organisational skills.
- 18- 27 years old (flexible criterion).

If wished: The staff of EFA will help the selected person to find an accommodation in Brussels and language courses.

Application Instructions

Interested applicants can apply now by sending their motivation letter and CV to the EFA party info@e-f-a.org. A recommendation letter from a party of EFA is also necessary. Applications can also be sent by fax to 0032 25133425 or by post to:

Günther Dauwen/ Eva Bidania Ibargutxi.
EFA asbl
Woeringenstraat, 19.
1000 - Brussels. Belgium.
(REF: traineeship)

EFA will employ its trainee as an equal opportunity employer and not discriminating on the basis of origin, religion, gender, disability, and/or sexual orientation. EFA will favour young people not having had any other experience in the European or International arena. The Bureau of the EFA will select the person at the end of November 2008 after a short-listing procedure and interviews (by phone) to the candidates. The staff will immediately communicate the decision to the selected candidate. Unsuccessful candidates will also be informed. Any candidate can apply to successive traineeship periods in EFA.

Deadline of reception of candidacies: **31th of October, 2008, at 12h a.m.**

Period of the stage: 2 January 2009- 31 March 2009.

Websites: www.e-f-a.org / www.efay.eu / www.cemaco.org

This stage will be financially supported by the European Parliament