



European Free Alliance – European Political Party

LOOKING FOR AN EFA STAGIAIRE (VI)

Brussels, 30th of October 2009

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 decided to continue with the traineeship experiences from that moment on.

This traineeship 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. This opportunity is already being offered by European Institutions, European bodies and even MEP offices, and EFA wants 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. We expect this traineeship experience to be rich and useful not only for EFA and the trainee but also for EFA parties. The trainee will learn things that could be easily 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/her and will do the contract arrangements. EFA will provide the selected candidate with a three months contract. All the trainees will earn a net amount of 850€ a month. Other facilities will be provided if budgetary situation allows it.

This sixth traineeship will take place from February till April 2010.

For more information about the 5 previous trainees see: www.e-f-a.org/contact.php

Websites of interest: www.e-f-a.org / www.efayouth.nireblog.com / www.cmc-foundation.eu

Summary

EFA is seeking to hire a trainee for its office in Brussels. The person will assist EFA staff with the every day issues of the Federation in accordance with his/her abilities and skills.

The trainee will be based in Brussels, Belgium. He/she will work both in the EFA party headquarters and, for a week, in the Bureau of an EFA MEP in the European Parliament. The EFA trainee will be assisted by the EFA staff and MEP's assistants, which will orientate him/her in the daily tasks. There will also be structural contacts with the EFAY coordinator/Bureau and the "Centre Maurits Coppieters" -CMC -, EFA's Foundation.

The selected candidate will be interested in EU issues and willing to work in an international atmosphere. He/She will have good interpersonal and management skills. Experience in co-ordination of activities 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 rapports, 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.
- Assist in the organisation of a project: design, management, implementation, and/or evaluation. The project will be decided according to the trainee's skills, the period of the year and the current projects and activities within EFA.
- At the end of the traineeship write a report on the work made during this period to the EFA party and to the party that recommended the trainee.

Communication:

- Daily communication with the EFA and CMC staff. If possible, keep a regular communication with other EFA branches (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.

Qualifications

- University or college degree.
- 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 criteria).

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 be sent by email, fax (0032 25133425) or by post to:

Günther Dauwen/ Eva Bidania Ibargutxi.
European Free Alliance -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. In December 18, and after a short-listing procedure and interviews (by phone) to the candidates, the Bureau of EFA will take a decision on the person granted with the traineeship. The staff will immediately communicate the decision to the selected candidate. Unsuccessful candidates will also be informed, they can apply to future traineeship periods in EFA.

Deadline of reception of candidacies: Friday, 20th November 2009, at 12h a.m.

Period of the stage: 1st February 2010 - 1st May 2010.

Note: The first traineeship of CMC will take place from September to November 2010.

This stage will be financially supported by the European Parliament