

Terms and conditions for trainees 2010/2011

1 Purpose of traineeships

The traineeship is intended to provide the trainee with the opportunity for training and familiarisation with the work and functions of the EFTA Surveillance Authority.

2 Applications time-limits and duration of traineeship

Next traineeship programme: from 1 September 2009 until 30 June 2010.
Deadline for application: **1 June 2010**.

The traineeship programme starts on 1 September for a period of 10 months, ending on 30 June the year after.

The vacancy announcement regarding the traineeship programme is posted on the Authority's website (<http://www.eftasurv.int/>), and distributed directly to selected contact points in the national administrations and educational institutions of the EEA EFTA States.

3 Application and selection procedure

Applicants must submit a written application using our on-line application system at: <http://www.eftasurv.int/about-the-authority/vacancies/current-vacancies/>

Please enclose an application letter, a curriculum vitae with picture, a scanned version of your diploma.

Applicants must specify which Directorate/Department they would like to work with. Indication of any specialisations or special skills would be useful.

Up to five candidates will be offered the opportunity to work in one of the Authority's departments: Internal Market Affairs Directorate, the Competition & State Aid Directorate or the Legal and Executive Affairs Department.

Trainees are expected to assist and take part in the department's daily work. For more information about the Authority and its departments, please consult the Authority's web page: <http://www.eftasurv.int/about-the-authority/the-authority-at-a-glance-/>

Trainees may at any time be reassigned to duties and functions other than those initially assigned to them.

Only selected candidates will be contacted.

Questions regarding the post may be posed to Ms Sophie Jeannon, HR assistant, to +32 (0)2 286 18 93 or sje@eftasurv.int

4 Requirements and Qualifications

4.1 Nationality

The traineeship is reserved for nationals of one of the EEA EFTA States, namely Iceland, Liechtenstein or Norway.

4.2 Work experience

Applicants should be young professionals or recent graduates.

4.3 Educational background

A university degree is required, preferably in law, economics, public administration, or political science.

4.4 Language skills

Good command of English, the working language of the Authority, is essential.

5 FINANCIAL COMPENSATION AND OTHER CONDITIONS

5.1 Allowance

Trainees will receive a monthly allowance of 1.378,12 €

5.2 Accommodation

The trainee will reside in a furnished studio, the rent of which will be paid by the Authority.

5.3 Social security

The Authority shall provide a medical and death and disability insurance coverage to the trainee during his/her period of traineeship.

5.4 Special leave due to job interview

Upon request, a trainee may be granted up to 4 days of special leave in order to attend job interviews. Travel costs and other expenses shall be borne by the trainee him/herself.

5.5 Travel

The Authority will reimburse travel costs upon taking up and leaving the traineeship. Travel shall be by the most direct and economical route.

Full details on financial and other conditions shall be supplied to selected applicants.