

Traineeship - FLO/ EURTF in Piraeus

Frontex Liaison Office/ European Union Regional Task Force FLO/ EURTF in Piraeus is offering a traineeship for candidates with the following profile:

Requirements in terms of background and personal qualities:

- Completed at least three years of higher education course (on the date of sending the application) in the area of Finance or Business Administration, or Migration or Border Management;
- Fluency in using MS Office package;
- Very good, proven knowledge of English (level B2 or higher);
- Knowledge of Greek language would be an asset;
- Familiarity with the European administrative practice would be an asset.

Tasks and responsibilities:

- Data collection from the side of the FLO/ EURTF with regard to the monitoring of its function;
- Compilation of data into templates and performance of quality checks of data submitted;
- Liaising with Frontex HQ when it comes to administrative/ technical issues;
- Support the organization and the function of meetings related to the FLO/ EURTF tasks;
- Support regarding the drafting / editing of periodical/ ad-hoc reports;
- Support the development of the structure of the electronic folders of the FLO/ EURTF;
- Provide administrative support when needed;
- Performing other tasks related to FLO/EURTF role, according to the instructions of the Head of FLO/ EURTF.

How to apply

In order to apply for this traineeship opportunity, please be so kind as to follow the instructions described on our webpage.

The deadline for sending the applications is **16 February 2018, 23:59 Warsaw time.**

Time

The traineeship is expected to start as soon as possible (preferably as of 16 March 2018) for 6 months initially with possibility for an extension.

Location

Premises of FLO/EURTF in Piraeus, Greece.