

Traineeship in Human Resources Sector

Human Resources Sector announces a traineeship opportunity to support the daily activities of the Recruitment team within the Agency.

We are looking for dynamic trainee that is willing to deliver the full range of the HR services to Frontex and its staff. This opportunity is perfect for a recent graduate looking to gain professional experience in a multicultural and multilingual setting. We offer in-house training and mentoring to give the trainee chance to maximize the learning experience.

Frontex Human Resources Sector is offering a traineeship for a candidate with the following profile:

Requirements in terms of background and personal qualities:

- Degree in Social Studies, Human Resources Management, Psychology, Public/ Business Administration and in other relevant fields;
- Excellent organization skills;
- Fast-learning and proactive;
- Capacity to interact with different stakeholders;
- Flexibility, teamwork and orientation to multitasking;
- Good knowledge of IT applications, especially MS Office Suite;
- Good organisation and communication skills as well as the ability to handle large volume of work in an efficient and timely manner;
- Precise work approach and attentive to details;
- Dynamic personality with strong aptitude for team work and handling sensitive information in a discreet manner, with respect to confidentiality;
- Excellent knowledge of English language.

Tasks and responsibilities:

- Support in publication of vacancy notices;
- Registration and eligibility check of all applications;
- Administrative coordination of meetings with the Selection Committee Members (kick-off meetings, screening meetings, interviews);
- Preparation of reports for the selection procedures;
- Management of all communication with candidates (e.g. sending invitations and outcomes, answering to queries);
- Drafting documents (job offers, outcomes from the interviews);
- Coordination of the reimbursement process for candidates (e.g. collection of documents, obtaining internal approval for reimbursements, follow up);
- Collecting supporting documents and drafting work experience calculations;
- Administration of recruitment and selection files;
- Maintaining contacts with applicants;
- Performing other related tasks as required.

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 applications is **16 February 2018, 23:59 Warsaw time.**

Time

The traineeship is expected to start on 16 March 2018 for 6 months initially with possibility for an extension.

Location

Headquarters in Warsaw, Poland.