

Traineeship - Legal and Procurement Unit

Frontex Legal and Procurement Unit (LPU) is a merger of the Legal Affairs Unit and the Procurement Sector. The merger took place on 1 January 2018. LPU is within the Corporate Governance Division.

Legal is looking for a mature-minded trainee. Legal provides general horizontal support to Frontex units (both for administrative functions and operational functions) and also *ad hoc* support to senior management.

This traineeship offers the successful candidate the opportunity of gaining valuable work experience in a high profile European body, within the area of freedom, security and justice.

Frontex Legal and Procurement Unit is offering a traineeship for candidates with the following profile:

Requirements in terms of background and personal qualities:

- Excellent level of English;
- A Degree in Law (ideally a Master);
- Excellent knowledge of EU law;
- Work experience dealing with legal assignments;
- Excellent organizational skills and the ability to meet deadlines;
- Excellent drafting skills and a close eye for detail;
- Flexibility and ability to multitask;
- Good interpersonal skills and ability to work with colleagues in a multicultural environment;
- Co-operative, supportive and helpful nature, and a service-oriented attitude;
- Ability to deliver with minimal supervision;
- Resilience.

Tasks

- Assistance in various fields of law relevant to Frontex's operational activities;
- Contribution to the drafting of legal notes and memoranda;
- Study of EU primary and secondary law (i.e. the treaties, regulations and directives) and international law statutes to assist with giving advice;
- Research on EU case-law;
- Assistance in handling requests related to public access to documents;
- Organization of legal archives;
- Other tasks as assigned by LPU.

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.

Location

Headquarters in Warsaw, Poland.