

## Traineeship in Land Borders Sector

Frontex Land Borders Sector is offering a traineeship for candidates with the following profile:

### Requirements in terms of background and personal qualities:

- University Degree (at least Bachelor degree) in social sciences, international relations, law, intelligence/security studies or similar;
- Fluency in English- excellent writing and speaking skills- preferably C1 and higher level;
- Knowledge on EU policies in border control domain;
- Capacity to interact with different stakeholders, flexibility and ability for prioritization and multitasking;
- Data processing, analytical and reporting skills;
- Good command of Microsoft Office applications (Excel, PowerPoint, Word, Outlook);
- Team working skills;
- Experience in organization of various events;
- Knowledge of other EU languages will be an asset.

### Tasks and responsibilities:

- Providing general administrative and office support to the every-day sector activities;
- Providing support in organization of regular meetings and workshops related to particular projects;
- Assist in follow-up activities linked to the events organized by Sectors;
- Contribute to the drafting of notes, documents and presentations;
- Gather and process information on outcome of Joint Operations and Pilot Projects;
- Be involved in collection of information and data for evaluation of operational activities;
- Assist in other tasks assigned by the Head of Operational Planning and Evaluation Sector.

### 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.