

## Traineeship in Return Support Unit

Frontex Return Support Unit is offering a traineeship for a candidate with the following profile:

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

- Background in European studies, international relations or similar advantageous;
- Knowledge and high interest in the area of law enforcement, home affairs and return domain including the EU policies and actions in those fields;
- Be experienced in working with MS Office: Word, Excel, PowerPoint;
- Experience in events' preparation;
- Ability to communicate efficiently at all levels internally and externally and in appropriate manner;
- Capacity to interact with different stakeholders, flexibility and orientation to multitasking;
- Ability to work in an international team and multicultural environment;
- Flexibility, accuracy and team working spirit;
- High level of responsibility and ability to take initiative;
- Ability to work under pressure and experience in organizing work and prioritizing accordingly;
- High level of discretion and ability to handle confidential matters;
- Have adequate knowledge of the English language (C1 level).

### Tasks and responsibilities:

- To ensure support for the unit and assistance in the procedures relating to the organization of the activities under the Flexible Operational Activities in Return as well as administrative support in the coordination of Joint Return Operations;
- To assist in preparation and follow up of correspondence, missions and diary management; to draft notes, letters;
- To arrange meetings, drafting minutes;
- To prepare and update statistical data;
- To upload data into FOSS;
- To verify supporting documentation attached to claims, invoices and requests for payments;
- Simultaneously, the trainee can be asked to assist in other tasks assigned by the Head of Unit.

### 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.