

Traineeship in Training Unit

Frontex Training Unit/Capacity Building Division is offering a traineeship for a candidate with the following profile:

Requirements in terms of background and personal qualities:

- Degree in social sciences, pedagogy, computer/information sciences, or in similar fields
- Very good English language skills (particularly speaking - minimum C1)
<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>
- Very good presentation and communication skills, flexibility and orientation to multitasking.
- Digital competences - minimum independent user level
(<http://europass.cedefop.europa.eu/resources/digital-competences>)
- Competences and experience in:
 - content management in web pages (i.e. WordPress)
 - standard office software applications (i.e. Microsoft Office)
 - management of online meetings using web conferencing tools (i.e. Skype, WebEx)
- Optional advantageous competence and experience:
 - course and content administration in learning management systems (i.e. Moodle)
 - authoring eLearning content (i.e. Articulate)

Tasks and responsibilities:

Under the supervision of the relevant project managers, the intern undertakes tasks in connection with the delivery of online workshops (webinars) and learning management systems administration.

- Setting-up and moderating web-conferencing meetings using WebEx Event Center;
- Administration of Moodle learning management system and SharePoint sites;
- Support in development of new eLearning modules together with TRU staff and experts.

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.