



The traineeship at EFTA was an amazing experience that gave me valuable insight into the EEA Agreement, EU law and the inner workings of EFTA. In addition, it was a great experience to live in the EU capital of Europe - Brussels!"



**Mari Verling**

Former trainee in the Internal Market Division, now associate at Kvale Law firm.

## ARE YOU THE ONE WE ARE LOOKING FOR?

- > We are looking for engaged **young professionals or recent graduates** from Iceland, Liechtenstein, Norway and Switzerland (**EFTA Member State nationals**).
- > **University degree** within Law, Economics, Political Science, International Relations or other relevant and equivalent experience, such as customs.
- > Knowledge of **standard IT applications** (Microsoft Office).
- > Fluency in both written and spoken **English**; a good working knowledge of French is an advantage.
- > An **analytical** mind with ability to **draft good quality documents** in English.
- > A **flexible and motivated** team player and capable of taking on a wide variety of tasks, both complex and more basic.



**Hjalti Erlandsson**

Former Legal trainee in the EEA Coordination Division, now lawyer at the Althing Ombudsman.

Working for EFTA showed me, hands-on, how the EEA Agreement works in practice and it provided me with valuable experience in EU law and policy."



Traineeships are announced in **February**, with a closing date in early **March**.

More information about the traineeships and deadlines for the short-term traineeships are available here

[efta.int/job-opportunities](https://efta.int/job-opportunities)

For more information about EFTA, visit

[www.efta.int](https://www.efta.int)

Further traineeship opportunities at our sister organisations:



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[linkedin.com/company/efta](https://linkedin.com/company/efta)



/eftasecretariat

## LAUNCH YOUR INTERNATIONAL CAREER in Trade Relations or European Economic Affairs



**European Free Trade Association**



## PROMOTING FREE TRADE AND ECONOMIC COOPERATION

The European Free Trade Association (EFTA) is an intergovernmental organisation of Iceland, Liechtenstein, Norway and Switzerland, set up for promotion of **free trade and economic cooperation** between its members, within Europe, and globally.



## TRAINEESHIP AT THE EFTA SECRETARIAT

We are looking for engaged young professionals or recent graduates from the EFTA Member States - Iceland, Liechtenstein, Norway and Switzerland - to join our team in **Geneva, Brussels or Luxembourg**.

The successful candidates will be assigned to a specific division of the EFTA Secretariat according to personal preferences, academic field of specialisation and career objectives for a **five, six or 11-month traineeship**.



## TRAINEESHIP POSITIONS

### GENERAL TRAINEE

The Secretary-General's Office (SGO) supports the Secretary-General as well as the activities of the EFTA Council and its substructures. The **General Trainee** in the SGO in **Geneva** prepares and attends the meetings of the EFTA Council and related bodies, and contributes to meeting reports and background notes. The trainee also assists in conducting studies related to Free Trade Agreements and preparing statistics.

### TRADE RELATIONS TRAINEE

The Trade Relations Division in **Geneva** is in charge of the exploration, negotiation and implementation of preferential trade arrangements with non-EU partner countries worldwide. The responsibilities of the **Trade Relations Trainee** relate to trade in goods and customs issues, and may include conducting technical analyses on market access, and reviewing and amending customs tariff tables.

### POLICY TRAINEE

The EEA Coordination Division (ECD) in **Brussels** is responsible for the management and coordination of general EEA related work. The **Policy Trainee's** responsibilities include preparing and attending the meetings of the different committees, and drafting reports, speaking notes and minutes.

### LEGAL TRAINEE

The ECD is also in charge of legal and institutional issues, policy analysis and of the management of official documents. The **Legal Trainee** in **Brussels** assists the legal officers in their work by drafting legal memoranda and carrying out specific research on issues related to the EEA/Internal Market.

### INTERNAL MARKET TRAINEES

The Internal Market Division (IMD) in **Brussels** is responsible for assisting the EFTA States in the management of the EEA Agreement which extends the EU Internal Market to the EEA EFTA States. The two **Internal Market Trainees** typically assist officers in the preparation of working group meetings by taking minutes, drafting agendas and reports. Other tasks include conducting research on EU-EEA law integration, drafting proposals, notes, emails and attending external meetings.

### COMMUNICATIONS TRAINEE

The **Communications Trainee** in the SGO in **Brussels** participates in various information work explaining the role of EFTA and the EEA Agreement. This entails conducting presentations, producing news articles, newsletters and press reviews, as well as updating EFTA's website, social media channels and intranet.

### STATISTICS TRAINEE

The EFTA Statistical Office (ESO) is located in **Luxembourg** in the premises of the European Commission's Statistical Office (Eurostat) and deals with statistical cooperation within and outside the framework of the EEA Agreement. The responsibilities of the **Statistical Trainee** include monitoring of the inclusion of EFTA data in Eurostat publications, related reporting and identifying new EEA relevant legal acts in the field of statistics.



**Jane Schmid**

Former General Trainee in Geneva, now Research Associate in Economic Policy at GastroSuisse.

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The traineeship at EFTA was a truly rewarding experience. Right from the start, I was given a lot of responsibility, trust and scope for development.”

## WE OFFER

INTERESTING INTERNATIONAL WORK EXPERIENCE IN  
**GLOBAL TRADE RELATIONS OR EUROPEAN ECONOMIC AFFAIRS (EEA)**



**COMPETITIVE MONTHLY STIPEND**



**FULLY FURNISHED ACCOMMODATION**



**FREE LANGUAGE COURSES**



**PRIVATE HEALTH, LIFE AND DISABILITY AND TRAVEL INSURANCE**