



Trainee Research Analyst

Type of Job:	Paid Internship
Job open to:	Students in their Master degree.
Job Starts on:	1 July 2017.
Period requested:	3 to 6 months (preferable 6 months).
Working Languages required:	English (Proficiency), French (fluent) any other languages are an asset (Spanish, German, Portuguese).
Open to these areas of study:	European Political Studies, International Relations, Social Sciences, Law, Marketing and Sales Management, Engineering, Environment, ICT.

Opportunity for a university student whose completion of study requires a practical hands-on traineeship, based in Brussels with a dynamic consultancy providing high quality evaluation and advisory services to international organisations, in particular to the European Commission, ILO-IPEC, NATO, UNDP and UNIFEM as well as NGOs and other organisations.

The successful candidate will execute tasks regarding the different projects being carried at New Frontier Services. S/he will work under the supervision of one of the directors, or consultant, and in close collaboration with other members of the NFS team.

Qualifications:

- Enrolled in a University study, preferably oriented towards auditing/investigation, engineering, environment, social science, economics, law, and/or political science, and having to fulfil an internship (mandatory) in the framework of their studies.
- Good knowledge in data processing and analysis.
- Excellent knowledge of the standard Office and IT tools
- Excellent skills of written and spoken English and good command of French. Knowledge of other EU languages would be an advantage.

Competencies:

- Excellent analytical and problem solving skills
- Ability to summarise and present information with attention to detail
- Independence of judgement and ability to treat confidential matters with greatest discretion
- Excellent interpersonal skills
- Ability to work both independently and in a team with aptitude for close co-operation and co-ordination with other members of the team
- Good organisational skills with capability to prioritise
- Initiative, result oriented and ability to work under pressure with rigour and precision
- Excellent communication skills both verbal and written.

Deadline for applications 16 June 2017. Only candidates short-listed for an interview will be contacted