



## Trainee Research Analyst

<b>Type of Job:</b>	<b>Paid Internship</b>
<b>Job open to:</b>	<b>Students studying for their Master Degree.</b>
<b>Job Starts on:</b>	<b>1 February 2018.</b>
<b>Period requested:</b>	<b>Minimum 6 months, maximum 12 months</b>
<b>Working Languages required:</b>	<b>English (Proficiency), French (fluent) other languages such as Japanese, Spanish, German, &amp; Portuguese are an asset.</b>
<b>Open to these areas of study:</b>	<b>European Political Studies, International Relations, Social Sciences, Law, Marketing and Sales Management, Business Administration, Sociology, Engineering, Environment, ICT.</b>

Opportunity for a university student whose completion of study requires a practical hands-on traineeship, based in Brussels with a dynamic consultancy company, providing high quality evaluation and advisory services to international organisations, such as the European Commission, ILO, NATO, UNDP, UNIDO, UN WOMEN, private companies, NGOs and other international organisations.

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

### Qualifications:

- Enrolled in a University study, preferably oriented towards research/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 MS Office and IT tools (Word, Excel, PowerPoint)
- Excellent written and spoken English (Native Speaker level in English is an advantage) and good command of French. Knowledge of other languages such as Spanish, German, Japanese or Portuguese would be considered an added value.

### 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 the 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).
- Experience in working with websites and/or social media is an asset.
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**Deadline for applications is COB on 31<sup>st</sup> January 2018. Only candidates short-listed for an interview will be contacted**

Please send you CV in Europass format and a cover letter to [recruitment@frontierservices.eu](mailto:recruitment@frontierservices.eu)