



Trainee Research Analyst

Type of Job:	Paid Internship
Job open to:	Two students studying for their Master Degree.
Job Starts on:	4th March 2019
Period requested:	Minimum 6 months, maximum 12 months or according to your University's/Higher Education Institution's required internship period. Internships of 8-12 months preferred
Working Languages required:	English (Native speaker or proficient), French (fluent) is an asset
Open to these areas of study:	European Political Studies, International Relations, Law, Social Sciences, Marketing & Sales Management, Business Administration, Sociology, Engineering, and Environment.

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

The successful candidates will carry out tasks relating to the different consulting projects being implemented at New Frontier Services. S/he will work under the supervision of one of the directors, and in close collaboration with other members of the NFS team.

Qualifications:

- Enrolled in a University study, preferably oriented towards political science, economics, business studies, law, engineering, environment, social science, and needing to fulfil an internship (**mandatory**) in the framework of their studies.
- Good understanding of data analysis and presentation.
- Good knowledge of the standard MS Office and IT tools (Word, Excel, PowerPoint, Outlook)
- Excellent written and spoken English (Native Speaker level in English is an advantage) and good command of French.

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
- Shows 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.

Deadline for applications is COB on 25th February 2019. 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