



Trainee Research Analyst

Type of Job:	PAID INTERNSHIP
Job open to:	one student studying for her/his Master Degree.
Job Starts on:	4th November 2019 or early if possible
Period requested:	Minimum 6 months, maximum 12 months or according to your University required time.
Working Languages required:	English (Native speakers or proficiency), French (fluent) other languages such as Spanish, German, & Portuguese are an asset but not required. <u>TOEFL, TOIC, or Cambridge English Proficiency C2</u>
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 compulsory requires a practical hands-on traineeship or university graduate 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, and in close collaboration with other members of the NFS team, and external consultants.

Qualifications:

- Enrolled in a University study and having to fulfil an internship (**mandatory**) in the framework of their studies. Areas of study mentioned in the heading
- Good understanding of data processing and analysis.
- 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. Knowledge of other languages such as Spanish, German, Japanese or Portuguese would be considered an added value.
- TOEFL, TOIC, or Cambridge English proficiency test (C2 or formally CPE) done in the last two years.
Minimum scores requested to applicants: Cambridge 200-230/230; TOIC 455/495 & 455/495; TOEFL Reading 26-30, Listening 26-30, Speaking 26-30, Writing 26-30

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.

DEADLINE FOR APPLICATIONS IS COB ON 23 OCTOBER 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

Applications that fail to provide the requested CV format or cover letter would not be considered!