



## EUROPEAN AVIATION SAFETY AGENCY

The European Aviation Safety Agency offers traineeships for periods of up to six months. Our traineeships present an opportunity to receive professional work experience in a distinctly multinational and intellectually stimulating environment, while contributing to the Agency's mission of promoting the highest common standards of safety and environmental protection in civil aviation in Europe and worldwide.

### Traineeship in the International Cooperation Department (Rulemaking) (F/M)

REF.: EASA/TRN/2011/R001

#### ORGANISATIONAL LOCATION

EASA offers a traineeship in its **Rulemaking Directorate, International Cooperation Department**. The Rulemaking Directorate concentrates all rulemaking activities of the Agency:

- Issuing opinions to the Commission for changes and extension to the EASA Regulation;
- Issuing opinions to the Commission for adoption of, or changes to implementing rules of the EASA Regulation;
- Developing and adopting certification specifications (including airworthiness codes and acceptable means of compliance) and guidance material.

The International Cooperation Department covers both the development of international standards that may become European rules and the conclusion of international agreements or arrangements that become binding on the Community or the Agency. Experts from the department are responsible for harmonising rules and promoting European standards at international level and participate in the work of the International Civil Aviation Organisation (ICAO). In addition the department facilitates the free movement of European products and services worldwide by assisting third country regulators certifying European products and service providers and issuing bilateral agreements or working arrangements.

#### YOUR TASKS

Under the direct supervision of the traineeship advisor the selected candidate will:

- Participate in the development of the International Cooperation Department strategic plan for 2013 – 2017;
- Conduct a throughout search on European Commission/EASA Senior leaders' strategic views on international cooperation in the civil aviation field;
- Identify and analyse all sources of strategic views and policies of the European Commission/EASA on international cooperation in the civil aviation field;
- Incorporate relevant material in the International Cooperation Department strategic plan for 2013 – 2017.

#### YOUR PROFILE

##### Essential requirements

- You are graduate of a higher education course (at least three years of university education) and you will have obtained a full degree by the start of the traineeship period;  
OR
- You are undergraduate (Student) with at least two years of university studies completed and aim at doing a voluntary or compulsory traineeship as part of your studies, for access to a profession or to carry out research for your final thesis;
- You are a national of a Member State of the European Union or national of Norway, Iceland, Liechtenstein or Switzerland;
- You have a very good knowledge of English and at least one other Community language;
- You have an academic background in political science and/or international relations;
- You have the ability to analyse and summarise important amounts of documentation;
- You are able to work autonomously and to take initiatives.

##### Advantageous requirements

- You have previous experience in an international environment;
- You have knowledge of the European and/or international regulatory framework for civil aviation safety.

## IMPORTANT DATES

Application deadline: 03/11/2011 at 12:00 (Cologne time)

Preferred start date: 01/02/2012

Duration of traineeship: 6 months for Graduate trainees  
3 to maximum 6 months for Undergraduate trainees

## TRAINING GRANT

Monthly grant for Graduate trainees: 1.087,40 €

Monthly grant for Undergraduate trainees: 869,92 €<sup>1</sup>

In addition we pay at the end of the traineeship a travel allowance for the travel from your place of residence to Cologne and back.

## HOW TO APPLY?

Please complete the [application form](#) and send it together with scanned copies giving evidence of all the information provided on your application form, i.e. studies, professional experience and linguistic knowledge to the following email address: [TRNR001@easa.europa.eu](mailto:TRNR001@easa.europa.eu). For the submission of your application please follow the instructions at the bottom of the application form.

Candidates applying for the Undergraduate programme must also submit a matriculation certificate provided by the University and, if applicable, official university documentation confirming the obligation of the applicant to complete a traineeship as part of his/her studies or for access to a profession or the requirements to carry out research for a university level thesis.

IMPORTANT: Before sending your application please consult for more details our [FAQs](#) and [traineeship rules](#).

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<sup>1</sup> Note that the amounts of the training grant are based on the current AD 5 step 1 basic salary which is due to be revised in December 2011. As described in the applicable [traineeship rules](#) trainees who benefit from any grant from another source or another subsistence allowance shall only be admitted to a financial contribution from EASA, if the sum received is less than the amount of the traineeship grant. In that case, they shall receive the difference.