

# SKYLINE TRAINEESHIP: LEGAL AND REGULATORY AFFAIRS

## General information:

- **Application through our website:** <https://jobs.eurocontrol.int/traineeship-opportunities/>
- **Traineeship domain:** Legal and regulatory affairs
- **Location:** Brussels, Maastricht, Brétigny, Luxembourg
- **Start:** Autumn 2024 (1 October 2024)
- **Duration:** 6 months, with the possibility to extend to a total of 12 months
- **Publication date:** 16/04/2024
- **Closing date:** 02/06/2024

Are you passionate about law and/or procurement? EUROCONTROL invites aspiring legal and regulatory professionals to join our team for a comprehensive traineeship experience within the aviation industry.

## YOUR TEAM

Join a diverse and dedicated team at EUROCONTROL, the European Organisation for the Safety of Air Navigation. Collaborate with experts from various backgrounds and contribute to the organisation's mission of ensuring safe and efficient air traffic management across Europe.

## YOUR ROLE

### Purpose of the Traineeship

At EUROCONTROL, we believe in empowering young talents by providing hands-on training experiences that bridge the gap between academic knowledge and professional practice. Our traineeship offers you the chance to apply and enhance your skills in a real-world setting, setting the stage for a successful career in your chosen field.

### What You Can Expect

- Engage in real-life tasks and responsibilities that challenge and develop your skills.
- Receive regular feedback and guidance to support your growth and learning.
- Expand your professional network by collaborating with colleagues from diverse backgrounds.
- Immerse yourself in an international environment where diversity is celebrated and valued.

### Main Learning Objectives & Tasks

Depending on your educational background and field of interest, you could be:

- Assisting in legal research and analysis, including drafting of legislative and policy documents;
- Contributing to the drafting of legal opinions in various fields of law (e.g. International Law, Employment Regulation);
- Assisting in the establishment, development, and maintenance of policies and service regulations;

- Supporting procurement processes and assisting with procurement procedures (e.g. call for interest, call for tenders).

### **Desired Duration**

The traineeship runs for a duration of 6 months, beginning in autumn 2024, with the Skyline Traineeship Programme start date on 1 October 2024. The traineeship may be extended for up to a total of 12 months.

## **YOUR PROFILE**

### **We are looking for motivated individuals who:**

- Are pursuing or have recently completed university studies in law, or a related field;
- Demonstrate strong analytical and problem-solving skills, and a meticulous approach;
- Have a proactive attitude and a willingness to learn;
- Have knowledge or motivation to learn relevant software tools like Microsoft Office;
- Are interested in aviation and have a desire to make a positive impact on the industry;
- Enjoy working in a multinational and multicultural environment;
- Share our corporate behaviours, i.e. result-driven, readiness to change, customer focus, integrity and team-player approach;
- Our working languages are English and French. For this traineeship opportunity, you should have a thorough knowledge of English. French is considered an asset.

### **Our Offer**

The Skyline Traineeship Programme provides successful candidates with the following benefits:

- Valuable and highly marketable work experience ranging from 6 to 12 months with a leading international organisation.
- A monthly allowance tailored to living costs<sup>1</sup> at our sites of:
  - 1,350.00 EUR for trainees based in Brussels and Luxembourg;
  - 1,613.25 EUR for trainees based in Brétigny;
  - 1,547.10 EUR for trainees based in Maastricht.
- Reimbursement of travel expenses to taking up your traineeship, where appropriate, as well as any visa costs incurred by non-EU nationals.
- 2 days of leave per month.
- Up to 50% of teleworking per month with the approval of your mentor.
- A rich learning and mentoring environment, including hands-on training and on-the-job experience with guidance from a dedicated mentor.
- An active and highly welcoming Trainee Community which organises numerous social events.
- A rich traineeship programme structure offering ample learning opportunities to gain insights into EUROCONTROL's operations and functions, including presentations and visits to other sites for enhanced learning experiences.

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<sup>1</sup> \*Please note that the allowances for Brétigny and Maastricht are subject to the cost-of-living weightings which are updated annually and applied in April on a yearly basis.

## ELIGIBILITY CRITERIA

To be eligible for any of our traineeship, you must comply with all of the following conditions:

- Nationality: You must be a national of one of the [EUROCONTROL](#) or [ECAC Member States](#);
- Education: You are currently studying for a post-secondary educational qualification (Bachelor's, Master's or PhD level). If you have graduated, the traineeship must start within one year after your date of graduation.
- Language skills: Our working languages are English and French. To do a traineeship, you will need to have a good command of English (both written and verbal). Knowledge of French is a great asset, but not always a must.
- No previous traineeships longer than 6 months at EUROCONTROL: Individuals with previous traineeships at EUROCONTROL lasting less than 6 months are eligible to apply. If you have completed a traineeship for less than 6 months previously, you may still undertake a second traineeship for up to a total duration of 12 months, including the previous traineeship.

## USEFUL INFORMATION

- The selection and interview phase will take place in June and July.
- All candidates will be informed of the outcome by late August, regardless of the result.
- This opportunity falls under the [traineeship rules](#).
- Further information on the Skyline Traineeship Programme can be found [on the website](#).
- EUROCONTROL is an equal opportunities employer. We are committed to [equality and diversity](#).