

Traineeship Programme 2020 - 2021

Director's Office

Description of the Office

The Director's Office supports the Director in day-to-day management, in representing the Agency externally, and in ensuring that the Agency's overall objective and related tasks, set out in the founding Regulation, are achieved efficiently and effectively and in accordance with the multi-annual strategic priorities defined by the Management Board of the Agency.

The Advisers support the Director in his tasks by providing expertise on issues concerning research – data collection and analysis - and communication.

Which tasks are expected in the Office?

- Supporting in the preparation and follow-up of the Director's meetings with the Agency's external counterparts (government officials, civil society, international partners etc., including the drafting of briefing files, meeting agendas, reports, minutes);
- Supporting in drafting documents for the Director, including background information, speaking points and external correspondence;
- Supporting the organisation and follow-up of the Director's external engagements including the preparation of travel files, background information and meeting fiches;
- Providing organisational support for external meetings and events where appropriate e.g. engagement with Vienna's Diplomatic Community;
- Drafting items for the Agency's weekly newsletter on the work of the Director and the staff of the Director's Office;