

JOB PROFILE	
JOB FRAMEWORK	
Job title:	Unpaid trainee
Job location:	EU Delegation in Colombia
Area of Activity:	Trade
JOB CONTENT	
Overall Purpose:	Colombia is a key trade partner for the European Union. Bilateral trade relations are increasingly important with the implementation of the Trade Agreement which entered into force on 1 st August, 2013. The trainee will support the activities of the Trade and Economic Section.
Functions and Duties:	<ul style="list-style-type: none"> • Prepare a regular newsletter on trade and economic developments in Colombia and with its main trade partners, including the EU • Analyse figures and prepare reports on trade and economic trends • Support the section in the implementation of the Trade Agreement between the EU and Colombia • Monitor the Trade Agreement in force • Assist in the preparation of meetings related to trade and the trade agreement • Prepare power point presentations for the section • Elaborate internal reports of different meetings • Assist to seminar, workshop and events relevant to the work of the section
JOB REQUIREMENTS	
EDUCATION AND TRAINING	University degree in economics, international trade, business, international relations, political science and related disciplines
SKILLS	
Linguistic Skills	Excellent knowledge of English, written and spoken. French and Spanish an asset
Communication Skills	Capacity to communicate clearly, present complex matters in a simple way and draft concisely
Personal qualities	<ul style="list-style-type: none"> • Ability to listen, to consult and to share information and ideas • Commitment to assure quality, speed and accuracy in performing the duties • Ability to identify and analyse key point in verbal and numerical information • Good interpersonal skills