Traineeship Programme April 2024

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.

The Policy Coordinator supports the Director in his tasks by providing expertise on issues concerning technical assistance and capacity building.

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 the **preparation and drafting documents** for the Director, including background information, policy analysis, speaking points and external correspondence;

- Supporting the **organization and follow-up** of the Director's external engagements including the **preparation of travel files, background information and meeting fiches**;

- Providing **organizational support** for external **meetings and events** where appropriate e.g. engagement with Vienna's Diplomatic Community, meetings of the interinstitutional project team on human rights communication (C-10), Fundamental Rights Forum 2024;

- Support in **preparation and drafting of documents** on issues concerning technical assistance and capacity building, including conducting background research, compiling information, contributing to conceptualization etc.;

- Drafting items for **the Agency's weekly newsletter** on the work of the Director and the staff of the Director's Office;

- Carrying out **organizational and administrative tasks**, etc.