

Position: EU Affairs Trainee

Start: 15 November 2024

Application deadline: 25 September 2024

FuelsEurope, the Advocacy division of the European Fuel Manufacturers Association, is looking for an enthusiastic trainee to join its dynamic team for a one-year remunerated internship. This internship will bring you the opportunity to develop your professional experience thanks to a wide variety of tasks to perform and an extensive range of topics relating to the fuel manufacturing industry and its interaction with the EU institutions.

Who are we?

- FuelsEurope is the advocacy division of the European Fuel Manufacturers Association based in Brussels. It represents with the EU institutions the interest of 40 companies manufacturing fuels in the EU.
- FuelsEurope aims to contribute to the EU legislative process by proactively developing policy positions and proposals that will contribute to meeting the overall EU objective to achieve climate neutrality for the bloc by 2050.
- FuelsEurope is committed to provide input and expert advice to the EU Institutions, Member State Governments and the wider community, to contribute in a constructive and pro-active way to the development and implementation of EU policies and regulations.

What do we offer?

- One year internship in the form of a “Convention d’immersion professionnelle”
- Monthly salary of 1270 €, and the reimbursement of the public transport in Brussels
- International and dynamic multicultural environment
- Opportunity to develop your professional experience and maintain regular contacts with our counterparts in the refining industry and the EU institutions

What do we expect from you?

- Provide analytical and material preparation support to FuelsEurope staff in their advocacy role by:
 - analysing official reports and documents from the EU institutions on energy, climate, environment, chemical policy and other related issues relevant to the EU refining industry
 - participating in internal working group meetings
 - drafting minutes and preparing presentation material and briefing notes
 - following debates in the EU institutions
- Extend and check accuracy of the actual database of relevant information for use in FuelsEurope external events
- Attend and report on conferences, events and seminars organised by the Commission, Council, Parliament and other stakeholders

What is your professional profile?

- **Education & Experience:**
 - You are a graduate in Economics/Politics or similar
 - You have a previous experience in the EU institutions or in an organisation working closely with EU institutions
 - You demonstrate your strong interest in EU institutions /policy making
- **Skills & Competencies**
 - It is essential that you have a very good command of English (oral and written)
 - You have strong analytical skills in data collection and interpretation
 - You are computer literate
 - You are self-starter and autonomous in your work
 - You are well organised
 - You demonstrate flexibility and team spirit
- You have the permit to work in the EU

To apply, please send your CV (max 2 pages), motivation letter (max 1 page) and 15 seconds introduction video (optional) to:

recruitment@fuelseurope.eu

mentioning “EU Affairs Internship” in the subject of your e-mail.

By applying for this vacancy, you agree that we use your personal data for recruitment purposes only.

All your private information will be deleted from our files after the recruitment process.