

## GOVERNANCE AND EXTERNAL AFFAIRS (GEA) UNIT

**The mission of the GEA Unit** is to provide support to the EBA Governing bodies, to prepare and monitor the execution of the EBA work programme, to engage with EU and non-EU institutions and stakeholders, to manage the EBA internal and external communication and to provide training to competent authorities.

The activities of the Governance and External Affairs unit are related to:

- The overall support of the EBA's governing bodies;
- Coordination with EU and Third Country institutions and other stakeholders;
- Leading the planning and control of the EBA's multi-annual work programme;
- Maintaining the EBA's document management policy and system;
- Coordinating the EBA's training activities to supervisors;
- Managing the EBA's external and internal communication.

**Assignment:** the selected trainee(s) will assist in providing technical support to the GEA unit as follows:

- Contribute to the coordination with EU and Third Country institutions and external stakeholders or;
- Participate to the planning and control of the EBA's multi-annual work programme or;
- Support the Communications activities (e.g.: maintaining and updating the EBA intranet and other internal communication tools, monitoring the media and main stakeholders' activities as well as in maintaining social media presence, helping with the organisation of press and communication events; updating of databases and mailing lists, etc.).

**Assessment Profile:**

- University degree in the field of relevance to the GEA's activities (e.g.: Law, Economics, Communications, Journalism, Public relations, European Studies, Political Sciences, etc).
- Working experience of using the MS package: Word, PowerPoint, Excel and Outlook.
- Experience or/and knowledge of using Illustrator, InDesign, Photoshop, Premier Pro and producing visualisations and infographics (for the Communications profile).
- Experience in multicultural environments, through previous work placements or study abroad.