

Erasmus Student Traineeship in Spain

EMPLOYER INFORMATION	
Name of organisation	Subdirección General de Títulos y Reconocimiento de Cualificaciones (Ministerio de Educación, Cultura y Deporte)
Address inc post code	Paseo del Prado, 28, 3ª planta. 28014 – Madrid (Spain)
Telephone	+34 91 506 5616
Fax	-
E-mail	sgtrc@mecd.es
Website	www.mecd.gob.es
Number of employees	67
Short description of the company	This Unit of the Spanish Ministry of Education, Culture and Sport is in charge of academic and professional recognition procedures of foreign HE qualifications.
CONTACT DETAILS	
Contact person for this placement	Ms. Gloria Nistal
Department and designation, job title	Jefa del Área de Directivas / National Contact Point for EU Free Movement of Professionals
Direct telephone number	+34 91 506 5636
E-mail address	gloria.nistal@mecd.es
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Ms. Gloria Nistal (Jefa del Área de Directivas). Email: gloria.nistal@mecd.es
Deadline for applications	31 January 2015
Application process	<ul style="list-style-type: none"> - CVs must be sent directly to the contact person's email. - Phone interviews will be held in January.
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department, Function	Área de Directivas. This department is in charge of the recognition of professional qualifications under Directive 2005/36/EC.
Location	Paseo del Prado, 28, 3ª planta. 28014 – Madrid (Spain)
Start Date	01/03/2015
Duration	6-10 months
Working hours per week	30 hours
Description of activities, tasks	<ul style="list-style-type: none"> - Support activities in the drafting and review of Spanish regulated professions' reports in English. - Support in the recognition procedure of professional qualifications under Directive 2005/36/EC.
Accommodation	No accommodation is provided.
Details of financial and "in kind" support to be provided	No financial or in kind support is provided.
Other	-
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of	- English: C1 (minimum)

competence required	- Spanish: B2 (minimum)
Computer skills and level of skills required	Good command of Microsoft Office tools (Word, Excel)
Drivers license	Not required.
Other	- Teamwork oriented person.