

## CALL FOR APPLICATIONS

### **Trainee support to the EIT Directorate and Partnership Management Unit EIT (Budapest)**

**Ref.: EIT/TR/2015/1**

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT announces a traineeship opportunity lasting a minimum of three and a maximum of five months. The traineeship shall aim principally to aid in supporting the daily operations of the EIT Directorate and Partnership Management Unit at the EIT.

The place of employment will be Budapest, where the EIT seat is located.

More information about the EIT, its structure and activities can be found on: <http://eit.europa.eu>.

#### *What does the traineeship offer?*

- ✓ EU knowledge – insight into the processes and policies of the European Institutions,
- ✓ practical experience – an opportunity to play a part in the EIT's day-to-day business,
- ✓ opportunity to gain work experience and put academic theory into practice.

#### *What do we expect from you?*

- ✓ openness to European matters,
- ✓ willingness to learn about the EIT's working methods,
- ✓ contribution to our everyday work with a fresh point of view,
- ✓ proactive attitude.

## **The job**

### **1 Profile**

The trainee will report to the Interim Director and form part of the Director's Office team and Partnership Management Unit (hereinafter PAM). The jobholder will work both in the Director's Office and the aforementioned unit, but must have the ability and willingness to contribute to other areas of the EIT work programme as and when required. Allocation of tasks is based on an internal work plan developed by the Institute.

#### **1.1 Tasks**

The tasks of the Trainee will include:

- Provide administrative and project assistance to the activities of the Director's Office and PAM Unit in the day-to-day operations;
- Provide assistance in updating planning tools such as calendar of events and activities, action lists, presence lists, contact databases and alike;
- Provide support in preparation of internal/external meetings and corporate events with different stakeholders in terms of logistics, including the preparation of documentation, on-site support and follow-up thereafter;
- Keep up-to-date and retrieve documents and data in the files or electronic archives and provide support in document management and in coordination of the creation, keeping up-to-date and retrieval of documents and data in the appropriate files or electronic archives;
- Provide support in the preparation of the Governing Board meetings in terms of logistics, including the preparation of documentation, missions, on-spot support, honoraria, and follow-up thereafter;
- Provide support for the planning, management and follow-up of the daily activities of the EIT Director and in organising meetings and contacts with external stakeholders and organisation
- Provide support in managing the portfolio of KIC contracts and grants
- Provide support in sharing best-practice and results of the KICs activities (e.g. including the organisation of meetings between KICs and the EIT, distribution of materials, etc.)
- Provide support to the monitoring and controlling KIC grant expenditure;

## **Requirements**

### **2 Eligibility criteria**

#### **2.1 Nationality**

Trainees are selected from nationals of the Member States of the European Union (EU), the Member States of the European Economic Area (EEA), the European Free Trade Area (EFTA)<sup>1</sup>, from candidate countries<sup>2</sup> and from the United States of America, Japan, South Korea and the BRICS countries<sup>3</sup>.

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<sup>1</sup> Norway, Liechtenstein, Iceland and Switzerland

<sup>2</sup> Albania, Montenegro, Serbia, the Former Yugoslav Republic of Macedonia, Turkey and any other future candidate countries once officially accepted by the EU.

<sup>3</sup> Brazil, Russia, India, China, and South Africa

## 2.2 Qualification

Candidates must have completed, by the closing date for applications, the first cycle of university education and obtained a full degree or its equivalent (Annex I of the Rules governing the Traineeship Scheme of the EIT).

Candidates must provide copies of diplomas (or of relevant official certificates), of all university or post-university studies declared in their application. For declared ongoing studies an official declaration from the relevant university must be provided.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, the working language of the EIT. If recruited for a traineeship, presentation of all diplomas declared and, if applicable, official certified translations will be required.

## 2.3 Languages

In order to fully profit from the traineeship and to be able to follow meetings and perform adequately:

– Candidates from EU Member States must have very good knowledge of English and another EU official language;

– Candidates from EEA/EFTA Member States, candidate countries and from the USA, Japan, South Korea and the BRICS countries must have very good knowledge of English, the working language of the EIT.

Candidates will be required to provide the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.) regarding the knowledge of languages declared on the application form, other than the mother tongue.

## 2.4 Other conditions

Applicants are required to have a general behaviour compatible with the security requirements of the EIT<sup>4</sup> and to be physically fit to perform the tasks.

## 2.5 Prior employment

The EIT wishes to offer to as many people as possible the opportunity of in-service training. Therefore, traineeships are only open to candidates who have not:

- benefited yet or benefit from any kind of traineeship (formal or informal, paid or unpaid) within a European Institution or body (Annex II of the Rules governing the Traineeship Scheme of the EIT), or
- had or have any kind of employment within a European Institution or body, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU Institution, body, delegation or representative office.
- had or have any paid traineeship, employment or other contractual relationship with the existing Knowledge and Innovation Communities (i.e. the legal entity and partners of EIT ICT Labs, KIC InnoEnergy, Climate-KIC).<sup>5</sup>

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<sup>4</sup> Prior to the appointment, the successful candidate will be asked to provide a criminal record extract confirming the absence of any criminal record.

<sup>5</sup> In case of designation of further KICs by the EIT Governing Board, this rule shall cover those KICs as well.

Candidates shall inform the EIT of any change in their situation that might occur at any stage of the application process.

## 2.6 Conflict of interest of applicants

Applications will be rejected if it is established that the applicant is in one or more of the following situations of conflict of interest:

- the applicant had or has prior employment as listed above,
- the applicant is a close family member of an EIT staff member or an EIT Governing Board member,
- the applicant is in any other situation that could cast doubt on his/her ability to participate in the traineeship, or that could reasonably appear to do so in the eyes of an external third party.

## The Selection process

### 3.1 How to apply

Candidates must submit their application electronically. Their application has to be composed of a duly signed **CV Europass format**<sup>6</sup> and a motivation letter (maximum one page). Applications must be sent to [traineeship@eit.europa.eu](mailto:traineeship@eit.europa.eu) by the closing date and the subject title must include "SURNAME Name + Reference of the Call for applications".

Candidates are requested to send their application in English, the working language of the EIT. Please, note that only complete applications containing the above mentioned documents and sent within the deadline will be taken into consideration. ***Please note that only the candidates selected for a traineeship will receive notification.***

**Deadline for applications: 20 February 2015 (12:00 Budapest time)**

### 3.2 Admission to the selection procedure

The eligibility check is completed by the EIT HR which draws up a list of candidates to be considered. Based on this list, the pre-selection is carried out by a Committee made up of EIT staff: successful applicants are selected on the basis of qualifications, working experience, if any, motivation and quality of reasoning, language skills and other skills relevant to the profile.

In particular, the following selection criteria will be assessed:

- Diploma (BA or MA level) in one of the following fields: law, public administration, business administration, economics, European Union studies, international studies, political studies, or any other related field
- Basic MS Office skills (e.g. Word, PowerPoint, Excel)
- Excellent oral and written English communication skills
- Strong motivation to get to know the working environment of European Union bodies
- Ability to work in a multicultural environment in a young and dynamic team

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<sup>6</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

The final selection is made by the Head of Unit based on the CV of the shortlisted candidates. They select the most appropriate candidates according to the established "profile". Candidates may be required to undergo an interview at the EIT. The final selection is confirmed by the EIT Director.

The shortlist will be valid until 31 December 2015.

The work of the Committee is confidential, final and there is no appeal procedure.

### **3.3 Recruitment procedure**

Successful applicants are informed by letter of the dates of the traineeship and the list of final documents they should provide prior to commencement of the traineeship.

Recruited trainees are obliged to provide any forms and certificates required by the EIT HR at the time of their recruitment. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed.

Applicants can only be offered a single contract for a given traineeship period. Applicants who decline a contract offer will be excluded from the on-going procedure. They may re-apply for a subsequent training period by submitting a new application, together with all supporting documents.

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a new application, together with the requested supporting documents. Please note that only the candidates selected for a traineeship will receive notification.

Trainees may not be recruited if a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

The keeping of files respects Regulation (EC) No 45/2001 regarding personal data, whether the applications gave rise to recruitment or not.

### **Other important information**

The text of this Call for applications contains all the information required. Nevertheless, if you have further questions, please contact the EIT via [traineeship@eit.europa.eu](mailto:traineeship@eit.europa.eu), clearly mentioning the reference of the Call for applications and the nature of your request.

The full text of the Rules governing the Traineeship Scheme of the EIT can be consulted at the EIT website<sup>7</sup>.

## **4 General information**

### **4.1 Equal opportunities**

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

### **4.2 Selection committee**

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

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<sup>7</sup> <http://eit.europa.eu/collaborate/vacancy/trainee-support-directorate-and-partnership-management-unit>

### **4.3 Approximate timetable**

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website.

### **4.4 Conditions of employment**

Trainees will be awarded a monthly grant. The net amount of the grant<sup>8</sup> is, as of 1 January 2015, 782.61 EUR.

Sickness and accident insurances are compulsory and the EIT does not provide such coverage. Trainees must take out these insurances and proof of the coverage must be presented to EIT HR prior to the start of the traineeship period.

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

Recruited trainees will get reimbursed the travel expenses incurred at the beginning and at the end of the traineeship. The basis of calculating this reimbursement shall be the most economical fare for a standard return route between the place of origin and Budapest.

The trainee must complete a minimum of 3 months of the traineeship period to qualify for the travel allowance and trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on EIT grants by virtue of the laws in force in the country concerned. A certificate for tax purposes will be provided at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

### **4.5 Protection of personal data**

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

For more information concerning the protection of personal data, please consult the privacy statement (Annex III of the Rules governing the Traineeship Scheme of the EIT).

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<sup>8</sup> This estimate already includes a correction coefficient of 71.4%, currently applied remuneration paid in Hungary. This correction coefficient is normally adjusted every year. The salary can be paid in Euro or in the local currency: Hungarian Forint (HUF).