European Institute of
Innovation & Technology

Traineeship call for applications

Trainee support to the EIT Director's Office / Communications and Stakeholder Relations Unit / Innovation Communities Unit / Strategy and Impact Unit / Services and Finance Unit

EIT (Budapest)

Ref.: EIT/TR/2019/14

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008. We enhance Europe's ability to innovate by nurturing entrepreneurial talent and supporting new ideas. Our mission is to:

- Contribute to the competiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses, education institutions and research organisations.

- Create favourable environments for creative thoughts, to enable world-class innovation and entrepreneurship to thrive in Europe.

The EIT is an integral part of Horizon 2020, the EU's Framework Programme for Research and Innovation. Horizon 2020 is a key pillar of the Innovation Union – a Europe 2020 flagship initiative that aims to enhance Europe's global competitiveness.

The EIT is launching a call for application for its traineeship programme for a period of six months for an intake in spring 2020[1]. The trainee will support the daily operations of the Director's Office team and/or Communications and Stakeholder Relations Unit and/or Innovation Communities Unit and/or Strategy and Impact Unit and/or Services and Finance Unit at the EIT.

The place of employment will be Budapest, where the EIT Headquarters are located. The trainee allocated to the EIT Liaison Office will be based in Brussels.

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

What does the traineeship offer?

- ✓ EU knowledge – insights into policies and processes of EU bodies;
- ✓ Practical experience – an opportunity to play a part in the EIT's day-to-day operations;
- ✓ Opportunity to put knowledge and skills into practice.

What do we expect from you?

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[1] According to the rules governing the traineeship scheme of the EIT, a traineeship is offered for a period of 6 months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances. More information is set out in Article 13 of the Rules Governing the Traineeship Scheme of the EIT.

✓ Openness to European current affairs;
✓ Willingness to learn about the EIT and innovation in Europe;
✓ Contribution to our everyday work with fresh insights;
✓ A proactive attitude.

1. The job profile

The trainee will work in one of the EIT's five units indicated below, based on the below job profile descriptions.

Applicants are invited to indicate clearly in their **application (in the motivation letter of the application) which profile(s) they wish to apply for.** More information on how to submit an application can be found in section 3.1 below.

1. Office of the Director:

The EIT is looking for a trainee ideally with knowledge in the area of EU policies related to the activities of the EIT. The trainee will support the Director's Office in its administrative tasks and projects as well as in its day-to-day operations.

Trainee assignment

- Provide support in the day-to-day administrative tasks and activities of the Director's Office;
- Provide support in activities related to strategic planning, governance, management and legal aspects of the EIT;
- Support the Director's Office in the effective representation of the EIT's interests in external relations.

The assessment of applications will be based on the following criteria:

- Knowledge in EU policies (either gained through studies or initial work experience) is considered an advantage;
- Knowledge in public administration (either gained through studies or initial work experience) is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent written English is essential.

2. Communications and Stakeholder Relations Unit (CS):

The EIT is looking for a trainee to provide support within the areas of Communications and Stakeholder Relations.

Communications:

Trainee assignment

- Provide assistance in the monitoring of press reviews and contribute to the weekly EIT newsletter;
- Provide assistance in furnishing background information through desktop research;

- Provide support in drafting compelling content and support the drafting of briefings, articles and reports;
- Assisting with event communications and organisation;
- Provide support to the planning and development of social media content to engage target audiences and spread awareness across EIT social media channels;
- Provide assistance in the preparation and distribution the EIT newsletter.

The assessment of applications will be based on the following criteria:

- Knowledge of digital communications tools such as social media channels (either gained through studies or initial work experience) is considered an advantage;
- Knowledge of Microsoft Office in particular Word and PowerPoint (either gained through studies or initial work experience) is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent written English is essential.

Graphic Design:

Trainee assignment:

- Assist in developing impactful and memorable visuals (professional graphics, images and designs) for digital and print channels;
- Provide assistance in the preparation of presentations and visual aids for print and digital use;
- Support the sourcing of appropriate images for the communication products;
- Assist with photo- and video- taking during events and for other communications products.

The assessment of applications will be based on the following criteria:

- Knowledge of Adobe Creative Suite, in particular Adobe Photoshop, InDesign and Illustrator (either gained through studies or initial work experience) is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent written English is essential.

Stakeholder Relations:

Trainee assignment:

- Provide assistance in the monitoring of relevant EU policies, institutional websites, daily news and press reviews;
- Provide assistance in furnishing relevant background information through desktop research;
- Provide support in drafting briefings, articles and reports;
- Support the preparation and organisation of meetings and conferences;
- Support the preparation of presentations.

The assessment of applications will be based on the following criteria:

- Knowledge of the EU Institutions, EU policies, in particular, EU innovation policy and decision-making processes (either gained through studies or initial work experience) is considered an advantage;
- Very good understanding of stakeholder engagement processes (either gained through studies or initial work experience) is considered an advantage;

- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Good knowledge of French is considered an advantage;
- Excellent written English is essential.

The EIT Liaison Office:

Trainee assignment:

- Provide assistance in the monitoring of relevant EU policies, EU institutional websites, daily news and press reviews ;
- Provide assistance in furnishing relevant background information through desktop research;
- Provide support in drafting briefings, articles and reports;
- Support the preparation and organisation of meetings and conferences;
- Support the preparation of presentations;
- Provide assistance to any other tasks contributing to the smooth functioning of the EIT presence in Brussels, including the participation in meetings and events.

The assessment of applications will be based on the following criteria:

- Knowledge of the EU institutions and policies, in particular EU innovation policy and decision-making processes (either gained through studies or initial work experience) is considered an advantage;
- Very good understanding of stakeholder engagement processes (either gained through studies or initial work experience) is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent command of both oral and written English is essential.
- Good communication skills in French is considered an advantage.

3. Innovation Communities Unit (IC):

The EIT is looking for a trainee in the area of partnerships management. The trainee will support the Programme officers and the Grant Assurance officers in managing the portfolio of KIC contracts and grants.

Trainee assignment

- Contribute to the financial and operational management of KICs, such as assessment of KIC Business Plans and Reports;
- Provide assistance in the implementation of the EIT monitoring strategy;
- Provide support to the improvement of overall governance as well as management and control systems of the EIT and KICs;
- Provide assistance in the management and improvement of the EIT knowledge management systems and monitoring tools;
- Provide support in sharing best-practice and results of the EIT and KICs activities;
- Provide support in the administrative tasks and activities of the unit in the day-to-day operations.

The assessment of applications will be based on the following criteria:

- Knowledge of finance (either gained through studies or initial work experience) is considered an advantage;
- Knowledge of EU funds and grant management (either gained through studies or initial work experience) is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent written English is essential.

4. Strategy and Impact Unit (SI):

The EIT is looking for a trainee in the area of strategy and impact to support its activities for the development of EIT strategies and policies.

Trainee assignment

- Contribute to the development and implementation of activities enhancing the EIT's impact on education and entrepreneurial skills;
- Contribute to the development of the EIT's innovation and business creation agendas;
- Contribute to the development and implementation of specific activities the EIT Alumni Community will offer to its members;
- Provide support in activities related to collection and dissemination of results;
- Provide support in developing the EIT Impact Framework;
- Provide support in the administrative tasks and activities of the unit in the day-to-day monitoring of operations.

The assessment of applications will be based on the following criteria:

- Knowledge in education and/or entrepreneurship and/or innovation policy, innovation systems or innovation management (either gained through studies or initial work experience) is considered an advantage;
- Initial work experience in providing support to projects is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent written English is essential.

5. Services and Finance Unit (SF):

The EIT is looking for trainees to work in any of the following sections in the SF Unit according to the trainee's area of knowledge: Finance & Procurement, Governance & Human Resources, IT or Facility Management. The selected trainee will be assigned to any of these sections to implement the portfolio of their tasks.

Trainee assignment

Procurement and Finance

- Provide support in projects and tasks in the area of Procurement and Finance, e.g. support the implementation of financial and procurement transactions within the EU financial framework.

Governance and HR

- Provide support in recruitment, performance and career, learning and development and individual staff entitlements in line with the Staff Regulations.
- Contribute to drafting and updating rules, decisions, policies and procedures related to staff matters and governance;
- Provide support in any of the Governance & HR related activities

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- Provide support in the implementation and completion of ICT- related projects and tasks.

Facility management

- Provide support in the implementation and completion of logistics-related tasks and transactions.

Common to all areas in SF Unit:

- Provide support in the drafting and/or update of SF procedures and policies;
- Support the content update on the intranet space of the SF Unit and its sections;
- Archiving and filing as well as other general administrative tasks as required.

The assessment of applications for all areas will be based on the following criteria:

- Knowledge in any of the following areas (either gained through studies or initial work experience): Finance management, Human Resources, Legal (Governance), Procurement, ICT, Logistics, is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Excellent written English is essential.

Behavioural skills common to all profiles in the units above:

- Very good Interpersonal and communication skills;
- Ability to take initiative;
- Excellent writing skills;
- Ability to work well in teams, particularly in a multicultural team.

The assessment of applications (in order to be placed on the shortlist) will be based on the application submitted by the candidate. Please clearly indicate in the motivation letter of your application:

1. Which profile(s) you wish to apply for;
2. How you meet the criteria for the profile(s) you wish to apply for and how you have applied the above behavioural skills in your educational and/or work experiences so far.

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2. Requirements: Eligibility criteria

2.1 Nationality

Candidates shall be selected from nationals of the Member States of the European Union (EU)[2], the Member States of the European Economic Area (EEA), the European Free Trade Area (EFTA)[3], and from candidate countries[4]. In addition, a limited number of nationals from countries other than those listed above can also be accepted, but should not exceed 20% of the total intake of trainees for the year. Candidates from countries other than those listed above in particular should explain in their motivation letter how they will contribute to the EIT's objectives.

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 benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have very good knowledge of English, being 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[5] and to be physically fit to perform the tasks.

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[2] Nationals of the United Kingdom will remain eligible even in case the United Kingdom withdraws from the European Union during the duration of this call.
[3] Norway, Liechtenstein, Iceland and Switzerland
[4] Albania, Montenegro, Serbia, the Former Yugoslav Republic of Macedonia, Turkey and any other future candidate countries once officially accepted by the EU.
[5] Prior to the appointment, the successful candidate will be asked to provide a criminal record extract confirming the absence of any criminal record.

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 already 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, delegation or representation office, 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 or unpaid traineeship, or have had employment or other contractual relationship with the existing Knowledge and Innovation Communities (i.e. the legal entity and partners of EIT Digital, EIT InnoEnergy, EIT Climate-KIC, EIT Health, EIT Raw Materials, EIT Food, EIT Manufacturing, EIT Urban Mobility).[6]

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.

3. The Selection process

3.1 How to apply

Please consult the **Guide for Applicants** on the EIT website at https://eit.europa.eu/collaborate/careers which contains detailed instructions to help you submit your application correctly.

Only applications submitted through the EU CV Online system[7] will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure. Candidates are kindly invited to

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[6] In case of designation of further EIT Innovation Communities by the EIT Governing Board, this rule shall cover those EIT Innovation Communities as well.
[7] The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

complete their application in English (the working language of the EIT), in order to facilitate the selection procedure. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

Candidates should clearly state in their application (in the section, 'letter of motivation') for which of the announced traineeship opportunities or profiles they are applying.

Please clearly indicate in the motivation letter of your application, how you meet the criteria for the profile you wish to apply for and how you have applied the above behavioural skills in your educational and/or work experiences so far.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered.

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Please note that only the candidates selected for a traineeship will receive notification.

Deadline for applications: 31 January 2020 (13:00 pm 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. Applicants are selected on the basis of motivation, qualifications and/or experience as reflected in their CV and motivation letter. The work of the Committee is confidential and its decisions are final.

The final selection is made by the EIT Director /Head of Unit CS/ Head of Unit IC/ Head of Unit SI/ Head of Unit SF (depending on the profile indicated by the candidate) based on the list of applicants shortlisted. Shortlisted candidates may also be selected for profiles that they may wish to be considered for following their placement on the shortlist. In addition, shortlisted candidates may be required to undergo an interview at the EIT or by phone/Skype. The final selection is confirmed by the EIT Director.

The shortlist will be valid until **31 December 2020** and may be extended based on the budgetary and organisational needs of the EIT.

3.3 Recruitment procedure

Successful applicants are informed by email 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 ensuring that they have the valid documents to enter and stay in Hungary during the traineeship, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed/residing.

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 traineeship 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 traineeship. 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 (EU) 2018/17251 regarding personal data, whether the applications gave rise to recruitment or not.

3.4 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, clearly mentioning the reference of the Call for applications and the nature of your request. The full text the Rules governing the Traineeship Scheme of the EIT can be consulted at the EIT website.

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.

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 traineeship grant based on current salary adjustments is 1,103.09 EUR for Budapest[8] and 1,464.93 EUR for Brussels[9].

The traineeship programme is for a period of six months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances.[10]

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. Airport transfers and taxi fares shall not be reimbursed. The cost of travel by private car can be reimbursed at the rate of 0.22EUR/km. The trainee must complete a minimum of three months of the traineeship period to qualify for the reimbursement of travel costs. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to the reimbursement of travel costs.
Request for reimbursement of travel expenses shall be submitted not later the 60 calendar days from the date of travel.

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 (EU) 2018/17251 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter "the Data Protection Regulation of the European institutions").

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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[8] This estimate currently includes a correction coefficient of 75.3% for Hungary, which is adjusted every year. The grant can be paid in Euro or in the local currency: Hungarian Forint (HUF).
[9] The level of the monthly traineeship grant will be adjusted annually in line with the salary adjustment applicable to the remuneration of EU officials, normally as from 1st January of the following year without retroactive effect.
[10] More information is set out in Article 13 of the rules governing the traineeship scheme of the EIT.

<u>Continue here for the application form:</u>

If you have difficulties to connect to the above link, you may copy and paste the following link into your web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN

Electronically signed on 19/12/2019 18:43 (UTC+01) in accordance with article 4.2 (Validity of electronic documents) of Commission Decision 2004/563

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