



Traineeship call for applications

Trainee support to the EIT

Administration & Directorate/ Innovation, Education and Communication/
Knowledge and Innovation Communities Departments

EIT (Budapest)

Ref.: EIT/TR/2022/17

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 competitiveness 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 Europe, the EU's research and innovation programme running from 2021-2027. Horizon Europe promotes excellence and provides valuable support to top researchers and innovators to drive the systemic changes needed to ensure a green, healthy and resilient Europe.

The EIT is launching a call for application for its traineeship programme for a period of six months for an intake beginning of 2023¹. The trainee will support the daily operations of the Directorate & Administration; Innovation, Education & Communication; and the Knowledge and Innovation Communities Departments at the EIT.

The place of employment will be Budapest, where the EIT Headquarters are located. For the case of the Communication & Engagement Unit, there is a possibility for one of the trainees to be assigned to work from the EIT Liaison Office in Brussels, Belgium.

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;
- ✓ Hands-on experience – an opportunity to play a part in the EIT's day-to-day operations and contribute to its exciting mission as a key player in the European Innovation arena;
- ✓ Opportunity to put knowledge and skills into practice, but also develop them further.

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.



What do we expect from you?

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

1. The job profile

The trainee will work in one of the EIT's three departments 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. Administration & Directorate:

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 Directorate, Finance, Procurement & Logistics, Human Resources or IT in its administrative tasks and projects as well as in its day-to-day operations. The trainee will also have the opportunity to develop projects during the traineeship together with his/her trainee peers.

Trainee assignment

- Provide support in the day-to-day administrative tasks and activities of the Directorate, such as strategic planning, governance, management and legal aspects of the EIT; supporting of the Internal Control Coordinator with audit recommendations; or effective representation of the EIT's interests in external relations;
- Provide support in the day-to-day administrative tasks and activities of the Finance, Procurement & Logistics, Human Resources or IT teams; including but not limited to preparation of tenders and procurement documentation; budgetary and financial reports analysis; supporting of HR recruitment, performance and career, learning and development and individual staff entitlements in line with the Staff Regulations; drafting and updating rules, decisions, policies and procedures; implementation of information & communication technology (ICT) related projects and tasks;
- Other general administrative tasks, as required.

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

- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Knowledge in EU policies or EU law (either gained through studies or initial work experience) is considered an advantage;



- Knowledge in any of the following areas (either gained through studies or initial work experience) of Finance management, Human Resources, Procurement, ICT, Logistics, is considered an advantage;
- Knowledge in public administration (either gained through studies or initial work experience) is considered an advantage.

2. Innovation & Education, Communication & Engagement

The EIT is looking for a trainee to provide support within the areas of innovation ecosystem, external communications and public & community affairs.

The trainee will support the key pillars of the Knowledge and Innovation Communities (KICs) including Cross-KIC activities and EIT coordinated initiatives, such as the Business Creation portfolio, Women Entrepreneurship and Leadership Activities, the EIT Regional Innovation Scheme (EIT RIS), the EIT Global Outreach, the EIT Label assessments, the EIT Label Action Plan, the EIT HEI Initiative or the Deep Tech Talent Initiative, and will coordinate cross-KIC initiatives and synergies.

The trainee will support with raising awareness of the EIT's activities and opportunities offered, by developing engaging campaigns and managing institutional and strategic relations with both external stakeholders (EU institutions, EU Member States, etc.), the members of the EIT Community (EIT Alumni, EIT KICs) and with press & media. The trainee will support with event organisation (including INNOVEIT), the development of compelling and engaging content and materials, management of digital media (EIT website and Social Media), EIT branding and messaging and dissemination of results and good practices from the EIT Community. The trainee supporting the EIT Liaison Office in Brussels may be assigned in Brussels.

Trainee assignment

- Contribute to the development and implementation of activities enhancing the EIT's impact on education and entrepreneurial skills; in particular to providing support in developing the EIT Label model, in executing annual EIT Label assessments; in the implementation of the new initiative to support the entrepreneurship and innovation capacity building of European higher education;
- Contribute to the development of the EIT's innovation and business creation agendas; to the daily administrative management of the EIT-led activities, as well as to the development and implementation of its specific activities, including communication and visibility aspects (website and social media content creation, management); or the relevant strategy papers and concept notes, incl. background research;
- Support in performance assessment of KIC Business Plans and Reports in the areas of education, business creation and innovation; in activities related to the implementation of the EIT Regional Innovation Scheme (EIT RIS) and EIT Global Outreach; in the implementation of the EIT's bilateral Memoranda of Understanding; and in the administrative tasks and activities of the unit in the day-to-day monitoring of operations;
- Provide assistance in the monitoring of press reviews, relevant EU policies, EU institutional websites, and overall positioning of key EIT stakeholders in the areas of EIT's work;
- Provide assistance in the preparation and distribution of the EIT newsletter weekly; in developing background documents and reports through desktop research and analysis; in



drafting compelling content and support the drafting of press briefings, articles and reports; regular updates of the EIT Knowledge Center;

- Provide support with the planning and development of social media content to engage target audiences and spread awareness across EIT social media channels; creating and uploading content to the EIT website;
- Provide assistance with event and workshop communications and organisation; drafting briefings and developing presentations supporting EIT Ambassadors in their speaking engagements; attend meeting and prepare reports and minutes thereafter;
- Provide support in the management of the Secretariats supporting the EIT Member State Representatives Group (MSRG) and the Network of EIT National Contact Points (NCPs); and in the management of relations with the EIT Alumni Network.

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

- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- 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;
- Knowledge of digital communications tools such as social media channels (either gained through studies or initial work experience) is considered an advantage;
- 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;
- Initial work experience in providing support to projects, including experience with event organisation, is considered an advantage;

3. Knowledge and Innovation Communities

The trainee will support the Officers in managing the portfolio of Knowledge and Innovation Communities (KICs) in the grant cycle and related contracts, such as multi-annual grant implementation following the EIT Funding Allocation to the existing KICs; setting up of new KICs in the framework of the Start-up Grant Agreement, including development of methodologies and guidelines and contribution to other strategic documents; or ensuring compliance of grants provided to KICs of the EIT with the provisions stipulated in the Horizon Europe Framework Programme for Research and Technological Development, and in the EIT specific rules.

This includes financial assessment of KIC grant proposals and their amendments, assessment of the legality and regularity of the financial statements provided by KICs, and eligibility of the costs declared, as well as cooperation with external auditors and follow-ups on audit reports. The trainee will also support with managing the Funding Allocation (assessment of Business Plans and other grant proposals submitted by the KICs); implementation of actions; performance assessment of the Grant Reports for eight Knowledge and Innovation Communities, as well as the start-up grant management of the newest KIC; programme managing the EIT-KIC relations operationally; supporting the transition to the European Commission eGrants system and centralizing the EIT Call Coordination resulting in EIT Grants (KICs Business Plans, Cross-KIC grants and Higher Education Institutions (HEI) grant).



The trainee will support the Officers in fostering and monitoring the development of the Knowledge and Innovation Communities (KICs) in the context of the EIT-KIC Agreements, and in the improvement of overall governance as well as management and control systems of the EIT and KICs.

This includes efficient and effective implementation of the process leading to the EIT Governing Board (GB) Decision on the maximum financial allocation to the KICs, in line with the GB's Supervision Framework of the KICs monitoring closely the KICs' results and impact expected following the implementation of the EIT Impact Framework, and how the KIC is progressing towards financial sustainability. The trainee will also support with the developing of monitoring plan and overseeing its implementation, as well as leading on monitoring assignments, in the areas of KIC governance structures, KICs' project selection and portfolio management; and conducting periodic reviews and evaluations on KICs in accordance with the requirements in the legal framework.

Trainee assignment

- Provide support with the transition to Horizon Europe programme and the implementation of EIT Call for Grants; in the management and improvement of the EIT knowledge management systems; in the analysis of the outcomes, KPIs and deliverables from the KICs; in sharing best-practice and results of the EIT and KICs activities;
- Contribute to the financial and operational management of KICs, such as assessment of KIC Grant Proposals and Grant Reports; to the implementation of the process leading to the EIT Governing Board (GB) Decision on the maximum financial allocation to the KICs including; to the organisation of the EIT GB hearings, including support to the high-level strategic challenges document and other briefing materials;
- Support the KIC reviews and the assessment of Business Plan proposals;
- Provide assistance in the implementation of the EIT monitoring strategy; in the improvement of overall governance as well as management and control systems of the EIT and KICs; in assessing KICs' progress towards financial sustainability; in the analysis of the outcomes, KPIs and deliverables from the KICs; in sharing best-practice and results of the EIT and KICs activities; and 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:

- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Knowledge of EU funds, grant management and project management (either gained through studies or initial work experience) is considered an advantage;
- Good analytical and numerical skills are considered an advantage.

Behavioural skills common to all profiles in the departments above:

- Very good interpersonal and communication skills in English;
- Ability to take initiative;
- Very good writing skills in English;
- Good MS Office skills (Excel, Word)
- 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.

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 countries⁴. 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.

The EIT is supporting those Ukrainian residents (recent graduates and young professionals) affected by the war in Ukraine, therefore their applications are also encouraged.

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

To fully benefit from the traineeship and to be able to follow meetings and perform adequately, being the working language of the EIT, candidates must have very good knowledge of English corresponding

² Nationals of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden

³ Norway, Liechtenstein, Iceland and Switzerland

⁴ Albania, Moldova, the Republic of North Macedonia, Montenegro, Serbia, Turkey, Ukraine and any other future candidate countries once officially accepted by the EU.



to at least level B2 as defined by the CEFR⁵ (Council of Europe's Common European Framework of Reference for Languages).

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 EIT⁶ 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 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).⁷

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.

⁵ <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

⁶ Prior to the appointment, the successful candidate will be asked to provide a criminal record extract confirming the absence of any criminal record.

⁷ In case of designation of further EIT Innovation Communities by the EIT Governing Board, this rule shall cover those EIT Innovation Communities as well.



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 system⁸ 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 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 Dec 2022 (13:00 CET)

⁸ 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.



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 and relevant Head of Units (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 or online interview. The final selection is confirmed by the EIT Director.

The shortlist will be valid until **31 December 2023** 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. The traineeship is foreseen to start in the beginning of 2023.

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 1,060.99 EUR for Budapest⁹ and 1,475.19 EUR for Brussels¹⁰.

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.¹¹

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 receive the following fixed travel grant to contribute to their travel expenses between the place of recruitment and place of employment:

- 300 euros, where the place of recruitment is in an EU member State;
- 400 euros, where the place of recruitment is outside of the EU.

Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel grant.

The trainee must complete a minimum of 3 months of the traineeship period to qualify for the travel grant and submit a self-declaration confirming the place from where they are recruited along with the

⁹ This estimate currently includes a correction coefficient of 75.7% for Hungary, which is adjusted every year. The grant can be paid in Euro or in the local currency: Hungarian Forint (HUF).

¹⁰ 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.

¹¹ More information is set out in Article 13 of the rules governing the traineeship scheme of the EIT.



proof of travel (i.e. boarding pass/flight ticket, train ticket, when traveling by car- petrol receipts/motorway payment).

Trainees whose contracts are extended shall not benefit from an additional travel grant.

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).

[Continue here for the application form:](#)

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

