

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>F4E GOVERNANCE</b>
<b>REFERENCE</b>	<b>F4E/TRA/2018/045</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2018 - 30/06/2019 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>5</b>
<b>PUBLICATION DATE</b>	<b>25/05/2018</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>25/06/2018 AT 12:00 PM (BARCELONA TIME)</b>

### 1. DESCRIPTION OF THE SECRETARIAT OF THE GOVERNING BOARD/BUREAU

The secretary of the Governing Board and Governance officer is a member of the Director's Office, and is responsible for the

- Secretariat of the Governing Board (GB) and Bureau and supports other F4E committees. In addition, she provides support to the Director and the Chair of the GB in the discharge of his duties.
- Project manages the organisation of GB, Bureau and other F4E committee meetings to a successful outcome;
- Supports the Chair of the GB in the preparation and follow-up of GB meetings including preparation of the meeting agenda, documents, recording of decisions and minutes, follow up of action plans, etc.;
- Provides legal and tactical advice and assistance to the Chair of the GB and other committee chairs to allow the efficiently execution of their duties;

### 2. DESCRIPTION OF TASKS FOR TRAINEE

The trainee will be required to carry out the following tasks:

- Supporting in taking of the minutes for the GB/Bureau and other meetings;
- Supporting in drafting documents (agendas, letters, executive summaries etc) destined to the Board, or other Committees;
- Analysing the F4E statutes/Rules of Procedures and other legal texts and when requested produce a summary/ solution to a given problem
- Supporting in Document management;
- Drafting of correspondence ;
- Other administrative tasks

### **3. ELIGIBILITY CONDITIONS**

- Be a national of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland);
- The candidate must have finished his/her university degree at least 3 years attested by a diploma. The university degree must have been obtained within the last 3 years before the closing date for applications;
- In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately, candidates must have good knowledge of English, the main working language of F4E.

Applications will not be accepted from candidates who:

- have already benefited from any kind of in-service training within a European institution or body, or
- who have had or have any kind of employment within a European institution or body.

### **4. QUALIFICATIONS REQUIRED**

- Master's degree in Law, European Studies, Politics, Administration or equivalent
- English: Native speaker level (mandatory);
- Experience in Microsoft Office, Adobe Acrobat and document management systems;
- Excellent drafting skills of complex texts in English;
- High level of discretion for confidential work and information;
- Team player;

### **5. WHAT WE OFFER**

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2018 in Barcelona amounts to €1043,84.

Additionally, trainees may receive a travel allowance, subject to budget availability, to compensate for travel expenses incurred from the place of residence to the seat of F4E and vice versa. Trainees whose place of recruitment is less than 50 km from F4E's offices shall not be entitled to a travel allowance.

Detailed information about the F4E traineeship procedure as well as trainees' rights and duties can be found in the Decision of the Director of 'Fusion for Energy' on the Acceptance of Traineeships published on our website. We strongly recommend applicants to read them carefully.

Accommodation costs will be covered by the trainee.

## 6. SUBMISSION OF APPLICATIONS

The online application process starts upon clicking "**CLICK TO APPLY**" on the traineeships page: <http://www.fusionforenergy.europa.eu/careers/traineeships.aspx>

Applicants must register their applications online through the F4E traineeship's tool by creating a valid F4E user account and choosing the vacancy notice they wish to apply to.

**Please note that the online traineeship application tool is the only acceptable means of sending applications.** Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in. Candidates are requested to submit the following 2 documents:

- A detailed Europass curriculum vitae in **English** (can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
- A motivation letter of 2 pages maximum in English

**Applications must be sent not later than 25/06/2018  
(closing time 12:00 pm Barcelona time).**

In case you encounter technical problems when trying to submit your application via the traineeship application tool, please make a screenshot and send it to: [traineeships@f4e.europa.eu](mailto:traineeships@f4e.europa.eu).

It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above.

**Please, do not send any supporting documents** (i.e.: copies of your ID-card, educational certificates, etc.) **with your application at this stage if not specified in the Traineeships Notice.**