

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	BUSINESS INTELLIGENCE /COMMERCIAL STRATEGY
REFERENCE	F4E/TRA/2018/054
START AND END DATE - DURATION	01/10/2018 - 30/06/2019 - 9 MONTHS
LOCATION	BARCELONA (SPAIN)
RESERVE LIST – MAXIMUM NUMBER	5
PUBLICATION DATE	25/05/2018
CLOSING DATE FOR APPLICATIONS	25/06/2018 AT 12:00 PM (BARCELONA TIME)

1. DESCRIPTION OF THE TRAINEE'S WORKING ENVIRONMENT

The Market Intelligence Group belongs to the Contracts and Procurement Unit. It is responsible, inter alia, to feed the Agency's decision-making process with comprehensive information about its **supply chain**. It carries out ad-hoc market analysis on specific technical fields of interest to F4E procurement activities. The results serve to fine tune F4E's procurement strategy. This information is collected and organized in a database, which provides the Agency with better insight about the market structure.

The Market Intelligence Group is also responsible for ensuring a proper IP management within F4E contracts as well as for carrying out **Technology Transfer** activities. The above-referred database collects information related to the intellectual property items resulting from F4E contracting activities. This information is important for contract management and serves later to facilitate technology transfer activities.

2. DESCRIPTION OF TASKS

The trainee will be required to provide support to the Business Intelligence and the Intellectual Property Officers within the Group. He/she will also be required to support broader Contracts and Procurement initiatives in the general field of information and data analysis. He/she will carry out the following tasks:

- Create different reports and presentations with data-driven insights about business and market issues;
- Propose and create new types of business analytics with available data;
- Data mining, data processing, data analysis, and data visualization;
- Research, track and analyse commercial information within a given technical field to support F4E's business intelligence activities;
- Arrange for the recording of data resulting from F4E's contractual activities in a structured way.

- Interface with F4E's IT staff members to further implement software-working tools.

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 or Bachelor degree in Statistics, Mathematics, Economics, Engineering, Business or similar;
- Excellent computer literacy;
- Advanced level of written and spoken English;
- Excellent communication skills, both written and spoken;
- Excellent analytical skills;
- Experience with WEBI (SAP Business Objects Web Intelligence), TABLEAU or any similar business analytics/reporting tool is an advantage.

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.

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.**