

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	REPORTING AND DATA ANALYSIS
REFERENCE	F4E/TRA/2018/055
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 Contracts and Procurement Unit (CPU) is responsible for procurement procedures and contractual issues, in relation to all administrative and operational procurement contracts, grant agreements and expert contracts. The CPU coordinates all administrative and operational procurement actions on behalf and in agreement with operational and administrative units. In addition, the CPU is responsible for the Policy Implementation, Intellectual Property, Logistics and Transportation, Business Intelligence and Economic Analysis support needed across all steps of the procurement lifecycle.

The Unit's tasks, which relate to the traineeship notice are as follows:

- To contribute to the implementation of corporate policies through procurement activities and to prepare and distribute quantitative reports as needed by F4E's management and services;
- To define and prepare reports related to the performance of F4E's internal operations and workflows;
- To prepare and distribute quantitative reports and statistics related to the CPU activities and responsibilities, as needed by F4E's management and services;
- To develop and manage the F4E Procurement database and tool, which aims at supporting the procurement activities and gathering the related data.

2. DESCRIPTION OF TASKS

The trainee will be required to provide support to the CPU Reporting Officer. 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:

- To support the identification of internal and external data sources which can contribute to the preparation and enhancement of reports in relation to the above Unit's tasks.
- In relation to the previous task, to support the development of a suitable data structure which ensures proper integration of different data sources and the migration of data through them.
- In relation to the above, to support the improvement of data collection and the automatisisation of the corresponding reports.
- In relation to the above, to support the corresponding data migration and the establishment of a proper and robust integrated database.
- To perform the analysis of the data and produce indicators and reports about the unit's activities and performance, and the geographical distribution of F4E contracts and grants.

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.
- Ability to work with advanced IT tools (databases and quantitative analysis software) and to operate in a Microsoft Sharepoint environment.
- Numerical and analytical mindset.
- Attention to detail.
- Good organizational skills

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.**