

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	HUMAN RESOURCES
REFERENCE	F4E/TRA/2016/014
START AND END DATE - DURATION	01/10/2016 - 30/06/2017 - 9 MONTHS
LOCATION	BARCELONA (SPAIN)
PUBLICATION DATE	02/05/2016
CLOSING DATE FOR APPLICATIONS	31/05/2016 AT 12:00 PM (BARCELONA TIME)

1. DESCRIPTION OF THE DEPARTMENT/PROJECT UNIT

Human Resources serves as a strategic partner supporting Fusion for Energy as an employer of choice by attracting, sustaining, and inspiring great people, with great passion, working for a great purpose.

Fusion for Energy faces a variety of complex institutional challenges. To address these challenges, Human Resources is implementing a reorganization changing it from a functionally structured service into a business partnering model. This strategic plan aligns Human Resources with F4E's mission, values, objectives and goals to identify and articulate strategic human resource management solutions, provide skilled advice and counsel, identify and implement best practices, and recognize individual and organizational success.

2. DESCRIPTION OF TASKS

Reporting directly to the Head of Unit and in close cooperation with the various HR sections, the trainee will be required to carry out the following tasks:

- Supporting the activities pertaining to the reorganization of the HR Unit from a functional organization to a business partnering model;
- Contributing to the design and roll-out of internal communication and information campaigns/sessions;
- Contributing to the setting up, administration, exploitation and interpretation of HR metrics;
- Supporting and contributing to the decentralization process of the F4E learning and development activities;
- Assisting in the preparation and follow-up of data protection notifications;
- Contribute to reflections, discussions and action plans aimed at facilitating culture change.

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

- University degree in Human resources or business administration with post-graduate specialization in HR;
- Pragmatic, result oriented, service minded and able to find innovative solutions;
- Flexible, empathic with advanced people skills and good emotional intelligence;
- Knowledgeable in at least two functional HR domains such as Learning and Development, HR Administration, Policy development, career development;
- Strong IT Skills and advanced communication skills both verbally and in writing;
- Self-motivated, well organized and able to work and deliver in difficult circumstances;
- Ability to work as part of a team and independently;
- Responsible, pro-active and with good time management skills.

5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2016 amounts to €1087,39.

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 by 31/05/2016 (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.**