

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>INFORMATION &amp; COMMUNICATION</b>
<b>REFERENCE</b>	<b>F4E/TRA/2016/015</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2016 - 30/06/2017 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>PUBLICATION DATE</b>	<b>02/05/2016</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>31/05/2016 AT 12:00 PM (BARCELONA TIME)</b>

### 1. DESCRIPTION OF THE DEPARTMENT/PROJECT UNIT

The 'Communication & Stakeholder Relations' Unit has as principal mission to interact with the main F4E stakeholders, and reinforce the internal and external communication of the Joint Undertaking. In particular, the role of the unit is to ensure excellent:

- Permanent interaction with key stakeholders;
- To develop and implement an external communication policy;
- To develop and implement an internal communication policy.

### 2. DESCRIPTION OF TASKS

Under the supervision of the Head of Unit, the trainee will support the development and implementation of the information and communication activities.

The successful candidate will, among other tasks:

- Draft and publish articles, press releases and other communication material;
- Support the development of the information tools, such as websites, social media, etc;
- Participate in the internal discussions and support the further development of "information and communication" policies.

### 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

- Bachelor's degree in communications, science, or social sciences
- Excellent working knowledge of English

#### 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](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.**