

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	INTERNAL AUDIT
REFERENCE	F4E/TRA/2016/027
START AND END DATE - DURATION	01/10/2016 – 31/03/2017 - 6 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

The mission of the internal audit team is to enhance and protect organisational value by providing risk-based and objective assurance, advice, and insight.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The main responsibilities of the internal audit team are:

- To assess the effectiveness of risk management, control, and governance processes;
- To implement the annual internal audit plan by performing assurance and consulting engagements
- To present findings and recommendations to the Director and the Audit Committee
- To follow-up actions decided in response to audit recommendations in order to assure that that these have been implemented, or that the risk of not taking action has been accepted;

2. DESCRIPTION OF TASKS

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

- To gain understanding of the audited activity by researching background information
- To assist with the preparation of internal audit work programmes
- To perform internal audit fieldwork
- To assist with preparation of internal audit reports
- To assist on other special assignments
- To maintain good working relationships with colleagues in the organisation
- To communicate with the internal audit team on any issues or findings
- To collect information, document audit work and perform archiving tasks
- To develop and apply technical knowledge gained from studies and previous experience

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 Business or Public Administration, Finance, Law, Engineering or related areas of relevance to F4E.

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.**