

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	KNOWLEDGE MANAGEMENT
REFERENCE	F4E/TRA/2017/036
START AND END DATE - DURATION	01/10/2017 - 30/06/2018 - 9 MONTHS
LOCATION	BARCELONA (SPAIN)
PUBLICATION DATE	28/03/2017
CLOSING DATE FOR APPLICATIONS	26/04/2017 AT 12:00 PM (BARCELONA TIME)

1. DESCRIPTION OF THE DEPARTMENT/PROJECT 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 professional development and competence build-up of staff of the Unit;
- To develop and maintain internal procedures, processes, guidelines and policies for procurement and grants processes.
- To maintain the Procurement-related part of F4E's quality processes and procedures.

2. DESCRIPTION OF TASKS

Example:

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

- To support the development of appropriate knowledge management actions for the Unit's staff;
- In relation to the task above, to carry out research and analyze procurement good practices and case studies and to support the preparation of material for procurement training, awareness raising and feedback sessions for staff;

- To support the development and update of templates, processes, procedures, policies and guidelines which are relevant to the Unit's activities and contribute to improve their effectiveness and efficiency;
- To support the follow-up and contributions of the Unit in relation to the development and interpretation of new regulatory provisions having an impact on procurement.

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 Law, Business Administration, Public Administration or equivalent;
- Knowledge of EU public procurement regulations, practices and directives;
- Attention to detail
- Analytical and document drafting skills
- Good organizational skills

5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2017 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 26/04/2017 (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.**