

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	HUMAN RESOURCES
REFERENCE	F4E/TRA/2019/062
START AND END DATE - DURATION	01/10/2019 - 30/06/2020 - 9 MONTHS
LOCATION	BARCELONA (SPAIN)
RESERVE LIST – MAXIMUM NUMBER	5
PUBLICATION DATE	29/04/2019
CLOSING DATE FOR APPLICATIONS	20/05/2019 AT 12:00 NOON (BARCELONA TIME)

1. DESCRIPTION OF THE DEPARTMENT/PROJECT UNIT

The Human Resources Unit 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.

To this end, the Unit aims to implement best practice and provide strategic solutions and evidence based advice and counsel. Leadership development, staff engagement and planning act as guiding principles to human resource decision-making and provide a framework for our commitment to service delivery and the following strategic objectives.

- Create value by enhancing workforce effectiveness at all levels of the organisation;
- Foster a culture of mutual respect and trust that embraces inclusion and equitable practices;
- Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication;
- Develop and maintain collaborative partnerships that further F4E's mission and objectives;
- Align and customize HR practices, processes and systems to effectively accommodate the F4E matrix structure.

2. DESCRIPTION OF TASKS

The HR Unit is looking for a motivated and enthusiastic recent graduate to work with a dynamic team at the F4E headquarters in Barcelona.

Under supervision and in close cooperation with the various HR sections the trainee will acquire hands-on experience in the HR areas of assignment and will be directly involved in two of the main ongoing HR projects:

Processes and Improvement

- Provide support in the development of the overall process map, leading actions to streamline the processes and develop the missing ones, in close collaboration with the process owners, ensuring a consistent development of procedures and processes across the HR Unit;
- Contribute to the review/improvement of the current HR templates with regards to their format, alignment with the current rules and storage in the F4E document management tool.

Implementation of the new HR Management Information System (HRIS)

- Support the implementation of the new HRIS by being directly involved in the data quality and gap analysis between the current IT-tools and the future one. Throughout the different phases of the project (gap analysis, data migration, training material design, etc.) the HR trainee will have the possibility to handle personnel data for the various modules of the new IT tool related to career management, working time, benefits & allowance, organizational chart, management of positions, etc.
- The HR trainee will also be assigned ad-hoc tasks to support the smooth running of the Unit activities depending on the business needs and the expressed trainee's interest in one or more HR areas (e.g. metrics and reporting, selections, training, data protection notifications, etc.).

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 of 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.

3. QUALIFICATIONS REQUIRED

- University degree in Human Resources, Business Administration, Psychology, Social Sciences or related field;
- Very good knowledge of Microsoft Office and in particular Excel;
- Good communication skills both verbally and in writing;
- Responsible, pro-active and self-motivated;
- High level of confidentiality and discretion;
- Knowledge of business process mapping is an asset.

4. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2019 amounts to € 1.097,50 (Spain).

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 20/05/2019 (closing time 12:00 NOON, 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.**