

## VACANCY NOTICE FOR A TRAINEESHIP

<b>AREA OF ACTIVITY</b>	<b>PROJECT MANAGEMENT COMPETENCIES</b>
<b>REFERENCE</b>	<b>F4E/TRA/2019/069</b>
<b>START AND END DATE - DURATION</b>	<b>01/10/2019 - 30/06/2020 - 9 MONTHS</b>
<b>LOCATION</b>	<b>BARCELONA (SPAIN)</b>
<b>RESERVE LIST – MAXIMUM NUMBER</b>	<b>5</b>
<b>PUBLICATION DATE</b>	<b>29/04/2019</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>20/05/2019 AT 12:00 NOON (BARCELONA TIME)</b>

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

The Project Management (PM) Department is responsible for the definition, support and governance of F4E operative processes. It will ensure that F4E projects are at best practice level through appropriate processes, methods and tools and support the projects in staying within cost and schedule.

The role of PM Competencies development has the mission to map and develop the desired project management competencies, and to identify and implement development and training plans.

### 2. DESCRIPTION OF TASKS

The trainee will work directly with the PM Competencies Officer and will have contact with other Departments and Units (Communications, Human Resources, Corporate Services, etc.)

Under supervision the trainee will be expected to carry out the following duties:

- Assist in the development of the Project Conference event;
- Provide support to the PM learning and development current and 2020 plan;
- Support to the development of the PM competency framework (design, preparation of templates, implementation, assessment, preparation of learning paths, etc.);
- Support in the search and preparation of PM talks, conferences and workshops;
- Contribute to improve and implement the communication strategy of the PM Department (example: update of the Intranet and communication channels);
- Participate in the proposals.

### 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 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.

#### **4. QUALIFICATIONS REQUIRED**

- University degree in Human Resources, Business Administration, Psychology, Education, Social Sciences or related field;
- Basic knowledge in Project Management;
- High interest in working with people (working groups, workshops, etc.).
- Innovative thinking and analytical mindset;
- Work organization and planning skills;
- Meticulousness and ownership of the tasks;
- Strong IT skills (Office, basic Web software, etc.) and advanced communication skills;
- Service minded, proactive, flexible with advanced social skills.

#### **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](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.**