

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	KNOWLEDGE MANAGEMENT
REFERENCE	F4E/TRA/2019/072
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

Commercial Department is responsible for financial and budget management, procurement procedures and contractual issues for all F4E activities and projects. Within the Department organization, the Knowledge Management Officer (KMO) has the responsibility to promote, systematise, coordinate, preserve and transfer the good practices and know-how acquired during the Department's core activities.

The KMO'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 Department;
- To harmonize internal procedures, processes, guidelines and policies for Department tasks;
- To maintain the Department's part of F4E's Manual.

2. DESCRIPTION OF TASKS

The trainee will develop a semi-independent project in the areas of internal policy development, in particular in relation to how internal policies are translating external stakeholders requirements (e.g. for data-protection, anti-fraud etc).

The project will follow the development of an internal policy (subject to be determined) from the initial discussions until the approval and deployment to staff members through tailored trainings.

The trainee will develop the project through the following tasks:

- learning how to read stakeholder's inputs;

- identifying the priorities to be addressed, the explicit and implicit objectives etc.;
- drafting a policy document which can then be used as a daily tool by F4E staff to lead them through operational activities;
- interacting with multiple internal stakeholders, building consensus and driving change in a complex organization;
- preparing communication and training material to disseminate the policy.

During 2019-2020 several such policy documents will be developed by COM/D (including those which are identified as corporate objectives or as corporate actions, such as the cost control policy), therefore the contribution by the trainee will also be relevant for the department to reach its objectives.

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 Law, Business Administration, Public Administration, Social Sciences, Political Sciences or equivalent;
- Master's degree in Law, Business Administration, Public Administration, Social Sciences, Political Sciences or equivalent would be an asset;
- Knowledge of EU financial 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 2019 amounts to € 1.097 (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 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.**