

## The ETF (European Training Foundation) is offering a traineeship opportunity in its Operations Department

### What are we offering?

Traineeship duration: 6 months, starting in March 2019

Maintenance grant: 1100 EUR net/month

### Where's the traineeship in the organisation?

The traineeship opportunity will be in the ETF's Operations Department.

The ETF is structured in Departments and Units, as specified in the [organisational structure](#) on the ETF website.

Find out more about the ETF and what we do: [www.etf.europa.eu](http://www.etf.europa.eu)

### Learning objectives and activities

At the end of the traineeship, the trainee should have:

- Further improved his/her experience on policy and system analysis, data compilation and analysis, use of digital means to enhance policy learning and exchange, country and thematic intelligence monitoring systems;
- Gained a better understanding of education, training and employment issues in a development context;
- Acquired hands-on experience in working in an international organisation;
- Put into practice the knowledge and skills developed during his/her studies.

The trainee could be also involved in the development of communication tools/products using digital means and in the organization and design of workshops/conferences.

### Who can apply

To be eligible, candidates must have by the closing date of the traineeship notice:

- EU nationality or nationality of one of ETF's partner countries or territories<sup>1</sup>;
- Recently completed (within 2 years by the closing date for applications) a university degree of at least 3 years (i.e. Bachelor or equivalent);
- Satisfactory knowledge of the English language (at least level B2 in all dimensions as defined by [the European framework of reference for languages](#)).

Candidates will not be eligible if:

- They don't satisfy all requirements mentioned in the paragraph above, by the closing date of the traineeship notice;
- They have already benefited or benefit from any kind of traineeship or in-service training (formal or informal, paid or unpaid) within a European institution, body or agency;
- They have had or have any kind of employment within a European institution, body or agency, including anyone who is or has been working as interim staff, consultant or expert.

### Selection Criteria

Applications will be assessed on the basis of the following selection criteria:

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<sup>1</sup> The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, former Yugoslav Republic of Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo (this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence), Kyrgyzstan, Lebanon, Libya, Montenegro, Morocco, Palestine, Republic of Moldova, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan.

- Educational background related to Human Capital Development (HCD), and/or Vocational Education and Training (VET), and/or Statistics areas;
- Knowledge and/or experience in thematic areas such as employment policies, labour market analyses, analysis of education policies and systems, and/or entrepreneurship and SME skills;
- Knowledge and/or experience in data compilation and analysis, comparison of quantitative and qualitative information/data;
- Motivation (as per your motivation letter).

## Submission of applications

Candidates are invited to send their applications via the ETF website, "[recruitment](#)" page

The **closing date** for the submission of applications is **8 January 2019 at 23.59 (Central European Time)**.

Candidates are strongly advised not to wait until the last day to submit their applications since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The ETF cannot be held responsible for any delay due to such difficulties.

### FORMAL REQUIREMENTS:

The following documentation must **all** be provided **in English, by the closing date**:

- A typed **motivation letter** of no more than one page;
- A **curriculum vitae** using the [Europass CV format](#) (other formats will not be considered);
- The form named "**Declaration on honour**" attached to this traineeship notice.

**Please note that only applications submitted online through the ETF website, using the [Europass CV format](#) and comprising all information and/or documents listed under "formal requirements" above and in English will be accepted.**

**If any one of the above listed documents is missing or eligibility criteria are not met, the application will not progress any further.**

ETF managers (or delegated staff) assess applications on the basis of the selection criteria described in the traineeship notice and, if necessary, arrange phone or Skype interviews with candidates.

Selected candidates are contacted by HR within three months after the closing date of the traineeship notice. Candidates not contacted by HR can consider their application as not selected.

Candidates can find complete information about traineeships at the ETF in the [Traineeship policy 2018](#) and instructions on how to apply in the [Job application instructions](#).

### ADDITIONAL INFORMATION:

The applications documents provided during this procedure will not be returned to candidates, but will be kept on file at the ETF for as long is necessary for the process and then destroyed.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this selection process.

More information is available in the [Privacy statement for job applicants](#) on the ETF website.

## Declaration on honour

I, the undersigned ....., by expressing my interest as ETF trainee, hereby declare on my honour that:

- I have not already benefited or do not benefit from any kind of traineeship or in-service training (formal or informal, paid or unpaid) within a European institution, body or agency;
- I have not had or have not any kind of employment within a European institution, body or agency;
- I am not or have not been working as an interim staff, consultant or expert;
- Should any change in my situation occur at any stage of the application process, I will immediately inform the HR Unit.

Date:

Signature: