

European Training Foundation

TRAINEESHIP IN HUMAN RESOURCES 2020 CALL

Are you ready for your next big challenge?

Are you enthusiastic about the EU project? Are you a young professional seeking to develop in the field of human resources? The European Training Foundation (ETF) is looking for a motivated and proactive trainee to join its team.

If you are passionate about talent management and would like to kick-start your career in a prestigious EU agency working with countries surrounding the EU, at the ETF you will have the opportunity to develop your interests in a challenging professional environment.

Working in a multi-cultural team and liaising with a broad range of stakeholders, your job will involve assisting with internal communication, selection techniques and learning and development activities.

If you are passionate about HR and interested in working in an EU Institution, you might be the person we are looking for!

What is the ETF?

The [ETF](#) is an EU agency based in Turin, Italy. It helps transition and developing countries harness the potential of their human capital through the reform of education, training, and labour market systems, in the context of EU external relations policies.

We support countries bordering the EU to improve their vocational education and training systems, analyse skills needs, and develop their labour markets. By doing so, we help them to improve social cohesion and achieve more sustainable economic growth, which in turn benefits Member States and their citizens by improving economic relations.

What are we offering?

Traineeship duration: six months. (The Director may decide to extend the traineeship once. The overall duration of the traineeship cannot exceed twelve months.)

The expected starting date of the traineeship is between September 2020 and January 2021.

Maintenance grant: € 1,100 / month, net.

Travel expenses: financial contribution at the beginning and end of the traineeship if your place of residence is at least 200 km away from the ETF.

Other development opportunities: induction programme, online Italian courses and internal knowledge sharing sessions.

On-site facilities: canteen, gym and meditation rooms.

Learning objectives and activities

At the end of the traineeship, the trainee should have further developed his/her soft skills, in particular in:

- Working in a multi-cultural environment
- Working in teams
- Exchanging information, knowledge and experience, learning from others, receiving and giving feedback
- Organisational skills: handling multiple priorities, working to – at times short – deadlines
- Confidence and self-management

In addition, the trainee should have further developed his/her technical skills, in particular in:

- Internal communication
 - Assist in facilitating a two-way dialogue
 - Assist in designing messages
 - Assist in identifying channels and tactics
 - Participate to the reflection on the internal communication strategy
- Learning and development
 - Assist in identifying collective needs
 - Assist in selecting course facilitators
 - Assist in designing and delivering courses that meet the needs and expectations of participants
 - Assist in assessing the return on investment
- Selection procedures
 - Assist in identifying needs in skills, knowledge and experience
 - Assist in drafting vacancy notices
 - Assist in selecting interview techniques
- EU knowledge
- Understanding of education, training and employment issues in a development context.

Eligibility criteria

To be considered eligible, candidates must satisfy the following requirements by the closing date for the submission of applications:

- Be a national of one of the EU Member States or one of [the countries](#) where the ETF works
- Have recently completed, namely within 2 years by the closing date for applications, a university degree of at least 3 years
- Have a satisfactory knowledge of English, at least level B2 in all dimensions as per the European Framework of Reference for Languages

- Have not benefited from any kind of traineeship or in-service training (formal or informal, paid or unpaid) or any kind of employment (including work as an interim, consultant or expert) within an European institution, body or agency

Selection criteria

Applicants should have:

- An open mind with a learning mindset
- Enthusiasm and motivation
- Commitment to EU values
- Knowledge and/or experience as per the description under “Learning objectives and activities”
- A good knowledge of new HR trends
- An education background in the HR area
- High degree of computer literacy

Submission of applications

The **closing date** for the submission of applications is **24 May 2020 at 23.59 (Turin time)**.

You are invited to send your applications via the ETF website, under “about” and then “recruitment” sections.

You are strongly advised not to wait until the last day to submit your application 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 delays to your application caused by such difficulties.

Formal requirements

You must provide **all the documents** mentioned below, **by the closing date**, preferably in English:

- a cover letter of one page maximum, explaining why you are interested in the traineeship
- a curriculum vitae using the Europass CV format

Please note that only applications submitted online through the ETF website, in line with the formal requirements mentioned above, will be accepted for the selection phase.

Selection

The selection process comprises three consecutive phases:

Phase 1 – Screening of applications

1.1 Eligibility

The ETF HR Unit will review all applications. Only applications meeting all eligibility criteria move to the next phase.

1.2 Selection for interviews

On the basis of the information provided in the curriculum vitae, the manager of the HR Unit (and/or a delegated staff member) will assess the applications against the selection criteria. The candidates presenting the most appropriate applications will be invited for an interview (video call).

Due to the high volume of applications expected, only candidates invited for an interview will be contacted.

Phase 2 – Interviews

The manager of the HR Unit (and/or a delegated staff member) will assess the candidates' skills and motivation through an interview. The interviews will be held in English.

Upon completion of this phase, the manager of the HR Unit (and/or a delegated staff member) will put forward a list of candidates considered the most in line with the selection criteria to the ETF Director.

This phase is expected to take place in [June 2020](#). The date might be subject to change due to the current health situation in Italy.

Phase 3 – Reserve list

Considering the proposal made by the manager of the HR Unit (and/or a delegated staff member), the ETF Director will establish a reserve list with the most suitable candidates.

The Director may offer a traineeship to a candidate in the list. However, inclusion in the list does not guarantee an offer of a traineeship.

This list will be valid until 31 December 2020. Its validity may be extended by the Director.

Work of the manager of the HR Unit (and/or a delegated staff member)

The work and deliberations of the manager of the HR Unit (and/or a delegated staff member) are strictly confidential and no contact is allowed. Contacting them constitutes grounds for disqualification from the procedure.

Additional information

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

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

More information is available in the [privacy statement](#) on the ETF website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the [instructions](#) available on the ETF website.