

European Training Foundation

TRAINEESHIPS IN STRATEGY AND RESOURCES 2021 CALL

Are you ready for your next big challenge?

Are you enthusiastic about the EU project? Are you a young professional seeking to develop your skills in change management, strategic development or legal aspects of resources management in a European public administration? The ETF is looking for motivated and proactive trainees to join its team.

If you are passionate about:

- organisational culture change and internal communication, or
- strategic development and the key role of partnerships, or
- digitalisation processes, or
- the legal and administrative dimension of resources management (procurement, staffing and budget)

at the ETF you will have the opportunity to develop your interest in a challenging professional environment.

Working closely with a multi-cultural team and liaising with a broad range of stakeholders, your job will involve working in one of the above-mentioned areas.

If you are passionate about one of those fields and would like to kick-start your career in a prestigious EU agency working with countries surrounding the EU, 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.

The Department and its mandate

The **Strategy and Resources Department (SRD)** ensures a cooperative and coordinated approach to public administration, provides advice and guidance to multi-annual strategic programming, identifies organisational development needs and deploys ETF human and financial resources



optimally in order to deliver the ETF strategy. The department is composed of two units: the Strategic Development Unit (SDU) and the Resources Unit (RU).

What are we offering?

Traineeship duration: six months, renewable

Expected starting date: October 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 one of the areas described below and in:

- European Union knowledge: institutions, policies and programmes, mostly in human capital development and external relations;
- Understanding of education, training and employment policies in a development context

Area no 1: Change management and internal communication in the Strategy and Resources Department

- Assist with the implementation of ETF change process initiatives linked to culture change, internal communication and people management
- Assist in communicating progress and achievements of the change process

More specifically on internal communication

- Assist with the implementation of the new internal communication strategy
- Assist in designing messages, visuals and internal gatherings regarding change process initiatives
- Assist in improving internal communication within the Strategy and Resources Department

Area no 2– Strategic development: partnerships in the Strategic Development Unit

- Assist in supporting, monitoring and reviewing the implementation of partnerships with external entities
- Assist in communicating progress and achievements in the framework of partnerships and ensure internal communication and dissemination
- Participate in cooperation meetings between the ETF and its key partners
- Support stakeholder management and mapping

Area no 3 – Strategic development: digitalisation in the Strategic Development Unit

- Assist with the implementation of the digital transformation project and the rollout of day-to-day activities, e.g. enterprise architecture design and its documentation; review of new technologies
- Assist with the change management aspects of the digital transformation project - e.g. training and communication activities
- Assist in reporting on the digital transformation project to the ETF IT steering committee
- Assist in the evaluation of technologies and prototyping in areas such as e.g. Azure ecosystem, integration of APIs, predictive searches (AI/ML), PowerApps, SharePoint, PowerBI, etc.

Area no 4 – Resources management: legal and administrative dimensions in the Resources Unit

- Contract management and procurement activities
 - Assist in following up calls for tenders
 - Assist with drafting and reviewing tender specifications
 - Assist with drafting contracts and amendments
 - Participate in tender evaluations
- Resources management administration
 - Assist in researching and analysing legal sources: EU regulations, legislation
 - Assist in drafting procurement, financial and human resource policies, decisions, and guidelines
 - Assist with the management of internal and external files and of legal requests handled by the Resources Unit
 - Assist in interacting with internal and external stakeholders on legal / procurement / financial agreements / contract management questions
 - Assist in the activities linked to the protection of personal data

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 a European institution, body, or agency

Selection criteria

Applicants should have:

- Open mind with a learning mind-set
- Enthusiasm and motivation
- Commitment to EU values
- Knowledge and/or experience in one (or more) of the areas (1, 2, 3 and/or 4) described under “Learning objectives and activities”
- An education background in one (or more) of the areas (1, 2, 3 and/or 4) described under “Learning objectives and activities”
- High degree of computer literacy, including online meeting and interactive facilitation tools (e.g. Teams, Mural, etc.)

Submission of applications

The **closing date** for the submission of applications is **30 July 2021 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 caused by such difficulties.

Formal requirements

You must provide **all 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, **indicating the area(s) of interest (1, 2, 3 or 4) described under “Learning objectives and activities”**

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 comprises three consecutive phases:

Phase 1 – Screening of applications

1.1 Eligibility

The Recruitment team 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 Unit hosting the internship (and/or a delegated staff member) assesses the applications against the selection criteria. The candidates presenting the most appropriate applications are 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 Department hosting the internship (and/or a delegated staff member) will assess the candidates' skills and motivation required for the traineeship through an interview. The interviews will be held in English.

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

This phase is expected to take place in [late August / early September 2021](#).

Phase 3 – Reserve list

Considering the proposal made by the manager of the Department (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 a traineeship offer.

This list will be valid until 31 December 2022. Its validity may be extended by decision of the Director.

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

The work and deliberations of the manager of the Department hosting the internship (and/or a delegated staff member) are strictly confidential and any contact is not 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.