

# TRAINEESHIPS IN OPERATIONS 2022 CALL

## Are you ready for your next big challenge?

Are you enthusiastic about the aims and objectives of the European Union? Are you interested in working in an international environment with colleagues from the 27 member states and beyond? If the answer is YES, and you are a young, motivated professional keen to develop your skills in the areas of operational expertise and project management then a traineeship with the ETF Operational Team could be a unique opportunity not to be missed!

Operating in the fields of education, training and employment, the ETF provides a challenging and professional environment. As part of a multi-cultural team that liaises with a broad range of stakeholders, your job will involve assisting with thematic/country-focused projects and using your skills to assist with the implementation of the activities and projects of the ETF.

Don't delay! If you are dynamic, proactive, passionate about projects, have strong research skills and an interest in joining a prestigious EU agency working with countries surrounding the EU, you might just 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, renewable once for up to six months (12 months in total)

**Expected starting date:** September/October 2022

**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 will have had the opportunity to further develop his/her technical skills by:

- Assisting with the analysis of studies and research and participating in the production of short papers / presentations / blogs on the findings. Topics will include innovative teaching and learning, active labour market policies, youth, gender, the green transition, digitalisation and human capital issues
- Participating in capacity building actions, and formulating learning and development itineraries in partnership with other international organisations
- Assisting in sharing knowledge through different means and coordinating with experts across different projects
- Participating in the organisation of conferences, webinars and seminars to contribute to the sharing of knowledge and good practice
- Supporting knowledge generation activities, including gathering, analysing and presenting data and evidence, as well as assisting in the development of methodological tools to apply knowledge in the areas of skills outlined above
- Analysing, selecting and recording complex qualitative datasets in a statistical database
- Participating in the implementation of the IMAGE system - a monitoring system for collecting and analysing country and thematic intelligence

In addition, the trainee will have had the opportunity to further develop their soft skills, in particular:

- Working in a multi-cultural environment
- Working in teams
- Exchanging information, knowledge and experience, learning from others, receiving and giving feedback
- Improving organisational and time management skills

The trainee will also have gained significant knowledge of the European Union, its institutions, policies and programmes, mostly in the context of human capital development, and education, training and employment policies 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, excluding Belarus and Russia
- Have recently completed, namely within two years of the closing date for applications, a university degree of at least three years
- Have a satisfactory knowledge of English, at least level B2 in all dimensions as per the Common European Framework of Reference for Languages (CEFR)

- 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:

- An open mind with a learning mind-set
- Enthusiasm and motivation
- Commitment to EU values
- Knowledge and/or experience as described under “Learning objectives and activities”
- An education background in the areas described under “Learning objectives and activities”
- High degree of computer literacy

Assets

- Practical education, training or working experience in countries with transition or development economies
- Good knowledge of French, Russian or Arabic (level B2 as per CEFRL)

## Submission of applications

The **closing date** for the submission of applications is **16 August 2022 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

**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 Department hosting the traineeship (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 traineeship (and/or a delegated staff member) will assess the candidates' skills and motivation required for the traineeship through the interview. The interviews will be held in English.

Upon completion of this phase, the manager of the Department hosting the traineeship (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 2022](#).

### 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 2023. 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 traineeship (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

Complete information about traineeships at the ETF can be found in the [Traineeship policy](#).

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.