

VACANCY NOTICE FOR A TRAINEESHIP

AREA OF ACTIVITY	OFFICE OF THE DIRECTOR
REFERENCE	F4E/TRA/2019/085
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/PROJECT UNIT

The Office of the Director has the following main responsibilities:

- Manage the 'rhythm of the business' including scheduling, planning and logistics of the director and senior management team joint activities
- Communications to all staff, change management
- Stakeholder communications, including the annual Council Report and monitor any communications to stakeholders, assuring consistency and quality, in particular with the Governing Board, European Commission and Parliament
- To provide advice and support for the day-to-day execution of the Director's responsibilities; contract external advice when needed
- To provide briefings, presentations and any other material required by the Director;
- To draw-up and monitor F4E's Corporate Objectives and associated KPIs;
- To manage the Senior Management Meeting (SMM) including summaries and tracking of actions;
- To supervise the follow-up of actions at Corporate Level and their reporting to the stakeholders;

2. DESCRIPTION OF TASKS

The trainee will be required to carry out some of, but not only, the following tasks:

- Modernise social network presence of the F4E Director, plan and support communications
- Support the monitoring of F4E's Corporate Objectives and associated KPIs;
- Support the tracking of actions at Corporate Level via the RAPID database;

- Assist in the preparation of reports for stakeholders including the Council Report;
- Support with Document Management and ad hoc projects.
- Set up a CRM tracking of stakeholder communications
- Develop an improved template and toolkit for PowerPoint presentations about F4E

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 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

- Bachelor's degree in Communications, Business, Political or Social Sciences, European Studies, Administration or equivalent;
- Excellent English (A3 minimum) , good Spanish advantageous;
- Strong computer skills, in particular the Microsoft Office suite;
- High level of discretion for confidential work and information;
- Team player with excellent communication skills.

5. WHAT WE OFFER

Trainees are awarded a monthly maintenance allowance. The monthly allowance for 2019 amounts to **€ 1.097,50 EUR**

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 NOON, 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.**