

# TRAINEESHIPS IN OPERATIONS 2023 CALL

## Are you ready for your next big challenge?

The European Training Foundation (ETF) is seeking to establish a reserve list of young, motivated professionals keen to develop their skills in the ETF Operational Team.

Trainees will work in an international, hybrid environment. Liaising 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.

## What will you do?

The trainees will have had the opportunity to further develop their technical skills by:

Area 1:

- assisting in the development of methodological tools to apply knowledge in the following areas of skills: innovative teaching and learning, active labour market policies, youth, gender, the green transition, digitalisation and human capital
- analysing, selecting and recording complex qualitative datasets in a statistical database
- supporting knowledge generation activities
- participating in the organisation of conferences, webinars and seminars to contribute to the sharing of knowledge and good practice

Area 2:

- assisting in the planning, implementation and organisation of project actions

In addition, the trainees 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 trainees will also have gained significant knowledge of the European Union, its Institutions, policies and programmes, mostly in the context of human capital development, and in particular education, training and labour market in a development context.

## Who is eligible?

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

- Have recently completed, namely within 3 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 Common European Framework of Reference for Languages (CEFRL)
- 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

## Who are we looking for?

### Technical knowledge, skills and qualifications

- a relevant education background in e.g. social sciences, political sciences, economics, education, psychology
- very good digital skills
- knowledge of and/or experience with:

For area 1 only:

- statistical databases
- gathering, analysing and presenting data and evidence
- development of methodological tools to apply knowledge

For area 2 only:

- implementation of projects
- organisation of meetings and workshops
- stakeholder and network engagement

### Soft skills

- an open mind with a learning mind-set
- enthusiasm and motivation
- commitment to EU values

### Soft skills matching ETF values

- service orientation
- innovation and creativity
- integrity and respect
- accountability for own actions
- working together

### 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)

## What are we offering?

**Traineeship duration:** six months, renewable once for up to six months (12 months in total)

**Expected starting date:** September/October 2023

**Maintenance grant:** € 1,300 / month, net

Disabled trainees may receive a supplement to their grant up to a maximum of 50% of its value

**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

## Who are we?

The ETF is an EU agency working on the reform of education, training and labour market with a difference: we work outside the European Union.

Our mission is to shape a better future for people. We aim at contributing to the social cohesion and sustainable growth of the countries where we work. EU Member States and their citizens benefit in turn from improved economic relations with those countries.

Come work with us! We're a dynamic team of passionate professionals who are dedicated to promoting EU values and creating positive change. Here are just a few reasons why you should join us:

At the ETF, we celebrate **diversity and inclusion**, and you'll work in a dynamic, multicultural environment where you can interact with people from all over Europe and beyond. With staff members representing over 25 different nationalities, we're committed to creating an inclusive workplace where everyone feels valued, respected, and supported. We believe that no matter your gender, age, race, religion, sexual orientation, identity, or disability, **you have something unique** to offer our team.

Our **collaborative approach** means that you'll work in teams with both internal and external stakeholders, bringing your experience to the table and counting on mutual support. We're dedicated to integrity and accountability, and we foster innovation and creativity by exploring new ideas, concepts, and trends.

We're committed to helping you **unleash your full potential**. You will be working under the supervision of a tutor. Your tutor is committed to help you grow both personally and professionally. You will also have access to induction programmes, Italian language course as well as internal knowledge sharing sessions.

At the ETF, we understand the importance of **work-life balance**. We offer flexible working arrangements, including remote work. Our premises include also canteen, gym and meditation rooms.

Our location in Turin offers an array of **cultural and entertainment opportunities**, from art galleries and restaurants to opera houses and parks. Plus, with the Alps and the Mediterranean just a stone's throw away, you'll have plenty of options for **exciting weekend getaways**.

If you're ready to join a team of dedicated professionals who are making a real difference, we'd love to hear from you.

## How do you submit your application?

The **closing date** for the submission of applications is **23 August 2023 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 or/and 2)**

**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.**

## How does the selection process work?

### Work of the manager of the Department (and/or delegated staff members)

The work and deliberations of the manager of the Department hosting the traineeship and/or delegated staff members (selection board) are strictly confidential and any contact is not allowed. Contacting them constitutes grounds for disqualification from the procedure.

### Three consecutive phases:

#### Phase 1 – Screening of applications against eligibility criteria

##### 1.1 Eligibility

Applications meeting all eligibility criteria move to the next phase.

N.B. Documents proving eligibility will be requested to selected candidates and assessed before start of the traineeship.

##### 1.2 Selection for interviews

On the basis of the information provided in the curriculum vitae, the selection board assesses the applications against technical knowledge, skills and qualifications. Please refer to the section “Who are we looking for”.

The candidates presenting the most appropriate applications are invited for an interview.

Due to the high volume of applications expected, only candidates invited for an interview will be contacted. This is expected to take place in **late August/early September**.

#### Phase 2 – Interviews

The selection board will assess the candidates’ skills, knowledge and motivation required for the traineeship through an interview. The interviews will be held in English.

This phase is expected to take place in **September 2023**. It will be organised remotely.

Upon completion of this phase, the selection board will put forward to the ETF Director a list of candidates considered the most in line with the selection criteria.

### Phase 3 – Establishment of a reserve list

Having assessed the proposal made by the selection board, the ETF Director will establish a reserve list of candidates she considers the most suitable for the traineeship.

The list will be valid until the launch of the next call. Inclusion in the list does not guarantee a traineeship.

### 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.