



ELA TRAINEESHIP PROGRAMME 2023/2024

CALL FOR APPLICATIONS FOR THE TRAINEESHIP PROGRAMME AT THE EUROPEAN LABOUR AUTHORITY (ELA)

The European Labour Authority

The European Labour Authority is a decentralized agency of the European Union, established in 2019 and based in Bratislava (Slovakia).

The aim of ELA is to help to ensure that EU rules on labour mobility and social security coordination are enforced in a fair, simple, and effective way, and make it easier for citizens and businesses to reap the benefits of the internal market. Further information on our activities can be found on our [website](#).

The Authority is organizing a selection procedure for the traineeship programme 2023/2024. The traineeships will be based in the Bratislava Office.

1. TRAINEESHIP DESCRIPTION

The interested candidates can apply for the following Unit and traineeship profile:

- **Resources Unit**
Profile ICT and Facilities (IT background)

For more information please refer to the ELA Unit description.

2. GENERAL PROVISIONS

The ELA traineeship programme is addressed to university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at ELA are:

- To provide trainees an understanding of the objectives and activities of ELA.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of ELA Units and sectors.
- To provide the opportunity to work in a diverse, multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
- To enable trainees to put into practice knowledge acquired during their studies and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

For detailed information on the ELA traineeship programme, applicants are advised to read carefully the Rules Governing the Traineeship Programme at ELA.

3. ORGANISATION OF THE TRAINEESHIP PROGRAMME

The traineeship may last minimum of 6 and maximum of 12 months. Traineeship agreements are initially offered for a period of six months with the option for extension, upon justification by the Head of Unit and budget availability.

The traineeship is envisaged to start in January.

4. ELIGIBILITY CRITERIA

To be considered eligible, trainees must satisfy all of the following requirements on the closing date for submission of applications.

- Nationality: be a national of one of the Member States of the European Union;
- University diploma: candidates must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for applications;
- Languages: in order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately, applicants must have very good knowledge of at least two official languages of the European Union¹, of which one must be English, as English is the main working language within ELA.

5. APPLICATION PROCEDURE

Candidates must submit their application electronically. You must apply through the EU CV Online system² via this [link](#):

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&langue=EN

Candidates are requested to submit their application (CV and motivation letter) in English. Applications not submitted in English will be excluded from the selection procedure.

Applications must be submitted by not later than 11 December 2023 at 12:00 (midday, Bratislava time).

Candidates will be eliminated if:

- They do not submit their application (EU-CV and motivation letter via EU CV Online System) before the deadline (11 December 2023 at 12:00 CET).
- They do not meet the eligibility criteria.

¹ Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR)
<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

² EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

6. SELECTION PROCEDURE

Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria (see section 4).

ELA makes its selection of trainees on the basis of the applications received as per this traineeship call. Successful candidates are selected on the basis of the educational background, qualifications, competences and motivation. The selection procedure aims to keep, to the best possible level, a diverse pool of shortlisted candidates.

In the course of the selection, shortlisted candidates may be contacted for a phone or video interview in order to check their availability, language skills, and to discuss reciprocal expectations. They may as well be requested to provide further information or documents as part of the selection procedure.

Traineeship offers, through a letter from Human Resources, are decided by ELA's Executive Director on the basis of a list of the most suitable candidates proposed by the concerned Head of Unit. This list may be used for other traineeships depending on the needs of the Agency.

7. REQUIREMENTS PRIOR TO THE START

Successful candidates receiving and accepting the traineeship offer need to provide supporting documents and certificates required by Human Resources within the indicated deadline. Candidates are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.

Before the commencement of the traineeship, they are required to provide the following documents, in addition to the two copies of the traineeship agreement duly signed:

- A proof of nationality;
- A photocopy of all diplomas, academic qualifications/ degrees obtained;
- A photocopy of employment certificates, if applicable;
- An excerpt from the police record indicating good conduct;
- A medical certificate confirming that s/he is "fit to work";
- A photocopy of health and accident insurance for the duration of the traineeship (EU insurance card is a common use). Sickness and accident insurance is mandatory. Trainees are responsible for organizing their own insurance against accidents along with health cover and any insurance required for themselves and family members (where applicable) for the duration of their traineeship.

8. BASIC ALLOWANCE AND REIMBURSEMENT

Trainees are awarded a monthly allowance of 25% of the basic remuneration of a temporary agent at grade AD 5/1. For example, currently, a trainee allowance is at **1,363.25 EUR/month**.

Trainees whose place of selection (as indicated in their application form) at the beginning of the traineeship is more than 50 km from the place of employment are entitled to a fixed travel allowance of 400 euros for covering travel expenses for entering into the service and departing at the end of the traineeship

9. EQUAL OPPORTUNITIES

ELA is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in a traineeship position. ELA ensures that its selection procedures do not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

10. DATA PROTECTION

The processing of personal data by the Authority is governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, exclusively for the purpose of selection of trainees (For more information, please refer to the ELA Privacy Statement on selection and recruitment procedures).

RESOURCES UNIT

Profile ICT and Facilities

- ICT strategy development;
- Provision of administrative ICT solutions;
- Supporting evolution and operation of operational ICT solutions;
- Implementation, operation and maintenance of the IT systems and networks of the Authority;
- Liaison with ICT teams of partners and other EU bodies;
- Facilities coordination;
- Inventory of assets, office supplies;
- Safety and security;
- Monitoring and supervising service provider contract