



Clean Aviation Joint Undertaking traineeship

Ref.: CAJU traineeship 1 - 2024

Brussels, 19/12/2023

The Clean Aviation Joint Undertaking is the European Union's leading research and innovation programme for transforming aviation towards a sustainable and climate neutral future.

Pulling together the best talent and capabilities of the private and public sectors and developing cutting-edge technologies and making these available for a transformational leap in aircraft performance in the 2030s, the new Clean Aviation Joint Undertaking will pave the way towards the EU's ambition of climate neutrality by 2050.

Operating at the centre of a broad and diverse eco-system of players across Europe ranging from the aeronautical community, pioneering SMEs, research establishments and academia, it acts as a hub for new ideas and bold innovations.

As a European public-private partnership, Clean Aviation pushes aeronautical science beyond the limits of imagination by creating new technologies that will significantly reduce aviation's impact on the planet, enabling future generations to enjoy the social and economic benefits of air travel far into the future.

More information on: <https://www.clean-aviation.eu>

Clean Aviation JU intends to host a trainee for 6 months to support the Project Management Unit and to implement its research programme objectives

The trainee will have the opportunity to

- Work in a multicultural and multilingual environment, contributing to the development of mutual understanding, trust and tolerance.
- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence (Aeronautics, Project management).
- Experience the professional life and its constraints, duties and opportunities.
- Acquire practical experience and knowledge of the day-to-day work of an EU organization in an international environment

Clean Aviation Joint Undertaking, through its official traineeships scheme wishes to benefit from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, enriching the everyday work.

Detailed rules for the traineeship:

1. The candidates must:

- Be nationals of one of the Member States of the EU and enjoy full rights as citizens.
- Have a level of post-secondary education attested by a diploma.
- Have a very good command of written and spoken English.
- Demonstrate a good knowledge of Windows tools such as Word, Power Point, Excel, web based systems.

Candidates must provide copies of the diplomas or other relevant certificates.

Functions and responsibilities of the trainee

Functions will depend on the available places within the JU. The detailed description of the traineeship is described in the annex II.

Each trainee will have an adviser within the JU, who may be responsible for one trainee only per training period. The adviser must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor.

2. Conditions

All trainees are awarded a monthly living allowance € 1363.26 net per month.

Where justified, disabled trainees may receive a supplement to their living allowance of up to a maximum of 50% of the living allowance.

Any trainee who terminates his/her traineeship early will be required to reimburse that part of the living allowance which he/she may have received, relating to the period after the termination date.

3. The application process

Submission

Interested candidates should send to the e-mail traineeship@clean-aviation.eu a motivation letter in English together with the CV and a scanned copy of the studies certificate, specifying in the title of the e-mail the Ref.: **Project Management Unit traineeship 2024 - FAMILY NAME.**

Applications shall be submitted no later than 23:59 (Brussels time) on 31st of January 2024.

The start date of the traineeship will be 1st March 2024.

Applications postmarked after the closing date will be rejected automatically. Applicants must provide all the justification documents required together with their application. No additional documents or justifications will be accepted after reception of the application.

Eligibility check

The eligibility check will be done by the selection committee composed by the Human Resources Officer and the Head of Unit who will follow the trainee.

Selection procedure

After the deadline (31/1/2024) the selection committee will assess all applications received.

After screening the applications, the selection committee will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview.

After the interviews, the selection committee will establish a reserve list of suitable candidates to be approved by the Executive Director. The reserve list will be used to fill a trainee position within the CAJU.

Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Clean Aviation Joint Undertaking in writing. In such case, they are excluded from any further stage of the process.

4. Recruitment procedure

Trainees may not be recruited to any sector where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

Applicants who decline a traineeship offer will be excluded from the on-going procedure. They may re-apply for a subsequent training period by submitting a fresh application, together with all supporting documents.

Trainees are obliged to provide any forms and certificates required by the Clean Aviation Joint Undertaking at the time of their recruitment.

5. Rights and Duties of trainees

Early Termination of contract

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to the Clean Aviation Joint Undertaking, Human Resources Unit for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via his/her adviser and the training co-ordinator. Trainees may only terminate their contract on the 1st and 16th of the month.

Future Employment

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Institutions, nor does it entail any right or priority with regard to an appointment in the services of the Clean Aviation Joint Undertaking.

Holidays

Trainees should keep the same hours of work (40 hours per week) and have the same official public holidays, if they fall during their traineeship, as Clean Aviation Joint Undertaking employees.

Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked counted from the first day of the month. Days of leave not taken are not paid in lieu.

Leave requests should respect the needs of the Unit. They must first be approved by the adviser and then checked and approved by the person responsible for holidays within the Clean Aviation Joint Undertaking.

Absence in case of sickness

In case of sickness, trainees must notify their advisers and HR immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the Human Resources Unit. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

Absence without Leave

When trainees are absent without justification or without notifying their adviser and Human Resources Unit, the days of absence are automatically deducted from the trainee's leave entitlement.

Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever, disclose to any un-authorized person any document or information not already made public.

They will continue to be bound by this obligation after the end of their training. The Clean Aviation JU reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, press, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their adviser, in writing.

Sanctions and disciplinary measures

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the adviser and the Human Resources Unit, may at any moment decide to terminate the traineeship.

Incapacity of Performance

Clean Aviation JU following a justified request by the adviser and approved by the Human Resources Unit, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

6. Insurance

Sickness Insurance

The Clean Aviation Joint Undertaking does not cover sickness insurance and trainees must take out such insurance prior to the start date of their traineeship in Clean Aviation Joint Undertaking.

Proof of this insurance must be presented to the Human Resources Unit one week before the start of the stage period.

7. The Travel Allowance

Recruited trainees may receive a travel allowance, subject to budget availability.

Against submission of travel proofs, full reimbursement of one trip (train ticket or airplane ticket) to take up duty and one trip at the end of the service.

Travel allowances are paid at the end of the training. For more details, please see Annex II

Minimum qualifying period – distance

The trainee must complete a minimum of 3 months of the training period to qualify for the travel allowance. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

8. Fiscal Arrangements

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the payment of any taxes due on Commission grants by virtue of the laws in force in the State concerned. On demand of the trainee, the Human Resources Unit will provide a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

9. Protection of personal data

The Clean Aviation Joint Undertaking will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. (Official Journal of the European Communities L 8 of 12.01.2001).

The Clean Aviation Joint Undertaking will keep all the applications for a period of 2 years.

Annex I

Reimbursement of travel to take up duty

Entitlement

Permanent address (i.e. as indicated in the application). Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

Journey should be as direct as possible.

Travelling must be within 2 weeks before and 2 weeks after the traineeship period.

Travel documents to be provided (in order to have the approval of the cost incurred for the travel, the candidate is requested to send a request to the HR before to buy the ticket. Only after approval the candidate can buy the ticket))

- **Train:** original ticket + proof of payment.
- **Bus:** original ticket + proof of payment
- **Plane:** original ticket (or e-ticket)+ proof of payment + original boarding pass.

Annex II

Traineeship as support in Project Management Unit

Description of tasks

Clean Aviation Joint Undertaking

Title of Function

Trainee in the Project Management Unit at the Clean Aviation Joint Undertaking

Functions and responsibilities

Provide support to the Head of Unit as Administrative Assistant to perform the following tasks:

- Supporting the Head of Unit in the daily management of the Unit such as organization of meetings internal or with external stakeholders, prepare minutes, update contact lists, prepare slides with technical content
- Providing administrative support in the drafting of documents addressed to Advisory Bodies.
- Organize projects review meetings including experts contracts.
- Undertaking additional tasks as required in the interests of the service.

Profile:

- A level of post-secondary education attested by a diploma;
- Some professional experience related to the tasks listed above;
- A very good command of oral and written English;
- Excellent knowledge of Windows tools such as Word, Power Point, Excel, web based systems
- Excellent organisational skills;
- Strong sense of responsibility, autonomy and commitment