

TRAINEESHIP OFFER

Trainee for the Resources management and administrative services unit Nine-month traineeship

EUDA

The EUDA is one of the European Union's decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA's mission focuses on contributing to EU preparedness on drugs through four main actions:

Anticipate: We anticipate future drug-related challenges and their consequences.

Alert: We alert in real time on new drug risks and threats to health and security.

Respond: We help the EU and its Member States strengthen their responses to the drug phenomenon.

Learn: We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit <https://www.euda.europa.eu/>

Traineeship offer

The trainee will be allocated within the Resources management and administrative services Unit (ADM), and the selected candidate will be reporting to the Head of sector Human resources management.

The main aims of traineeships within the European Union Drugs Agency (EUDA) are:

- a. to give recent university graduates the opportunity to experience the general objectives and process of European integration;
- b. to provide trainees with practical knowledge of the workings of a European agency;
- c. to enable trainees to acquire practical experience and knowledge of the day-to-day work of the EUDA and its units;



- d. to provide trainees with the opportunity to work in a diverse and multilingual environment, contributing to the development of mutual understanding, trust and tolerance;
- e. to enable trainees to put into practice the knowledge they have acquired during their studies or professional careers.

Main duties

The successful applicant will be requested to perform the following main tasks and responsibilities:

- Update and create relevant content for the HR space on the intranet;
- Assist the Recruitment team, providing the requested support in the organisation of recruitment processes (job posting, screening applications, preparation of documents, scheduling interviews, delivering the Talent sourcing strategy);
- Assist the Recruitment team, providing the requested support in the organisation of the onboarding of newcomers (preparation of documents, scheduling onboardings, coordinating logistics);
- Collect data from different sources and prepare the annual HR report.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EUDA.

1. Job requirements

1.1. Eligibility requirements

Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.

General requirements

- Be a national of one of the Member States of the European Union, Norway or Türkiye. Candidates from other countries may apply.
- Have fulfilled any obligations imposed by the applicable laws concerning military service.
- Be physically fit to perform the duties of the post.

Education requirements

- Trainees shall have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing



date for applications. Candidates must provide copies of diplomas or the relevant official certificates for all university or post-university studies declared in their application. Where studies are declared to be ongoing, an official declaration from the respective university must be provided.

Language requirements

- The main working language is English. Trainees are therefore required to have a thorough knowledge of oral and written English. Knowledge of languages other than the mother tongue, as declared on the application form, must be supported by the appropriate diplomas or certificates.

1.2. General requirements

On the basis of the selection on files and interview

- A university degree in Human Resources Management, Management, Finance, Marketing or Communication.
- Excellent English language skills.
- Ability to complete the tasks related to the traineeship.
- Advanced Excel and advanced PowerPoint skills.
- Advantageous: Knowledge of Canva.
- Willingness to learn:
 - Strives to understand own strengths and weaknesses.
 - Responds positively to feedback and to constructive criticism.
 - Identifies opportunities to apply lessons learned and improve their performance.
- Ability to work together:
 - Demonstrates cooperation and fosters diversity and inclusion.
 - Offers assistance and help to others.
 - Proactively shares knowledge for the benefit and learning of others on an ongoing basis.
- Self-management skills:
 - Organises own work effectively.
 - Analyses time and plans its execution, setting priorities according to deadlines.
 - Takes responsibility for own results and demonstrates a commitment to achieve their goals.



- Communication skills:
 - Conveys information and opinions clearly and concisely (verbally and in writing).
 - Tailors the message to respond to the needs of the person or persons with whom they are communicating.
 - Uses convincing arguments and solid reasoning to put the message across.
 - Entrepreneurship skills:
 - Demonstrates initiative.
 - Takes on new challenges when required.
 - Inspires and encourages others to take action and move ahead.
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2. Submission of applications

Procedure

- Applicants for a traineeship shall apply through the EUDA e-recruitment tool, which is accessible through this link: <https://e-recruitment.euda.europa.eu>.
 - The EUDA's Human Resources Management Sector (HRMS) will screen applications to ensure they meet the eligibility criteria and will transmit them to the EUDA's heads of unit according to the priority given by the applicant on the application form. Heads of unit will select candidates on the basis of their qualifications and interviews, which may be organised where necessary.
 - Traineeships will be offered to the successful candidates, subject to an agreement on the starting period and length of the traineeship. These two variables are not predetermined. Candidates are requested at the time of their application to provide information on their availability.
 - Given the generally high quantity of applications, the EUDA will contact only the successful candidates. Candidates who have not been contacted by the EUDA 2 months after the closure of applications should consider that their application has been unsuccessful.
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Deadline for applications

The closing date for the submission of applications is 11/11/2024 at 23.59, Lisbon time.



3. Conditions of employment

Place of employment

The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

Remuneration

Paid traineeships receive a grant of 25% of the basic monthly salary of a temporary member of staff in grade AD5, step 1 using the weighted correction coefficient which corresponds to 1.340,19 EUR.

Trainees whose place of origin is not Greater Lisbon are entitled to reimbursement of the travel expenses incurred at the beginning and end of the traineeship. The travel expenses are calculated on the basis of the most economic route by train (second class), including, where necessary, a sleeper (second class), or air travel if this is cheaper. The travel expenses will be reimbursed only upon presentation of supporting documents.

Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'Privacy statement' as published on the EUDA website at the following link: https://www.euda.europa.eu/about/data-protection_en.

4. EUDA contact

Email: Recruitment@euda.europa.eu

Recruiter: Eilika Schlüter

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