



## TRAINEESHIP OFFER

### Trainee for Human Resources sector 9 months traineeship contract

---

#### EMCDDA

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA 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 EMCDDA, please visit:  
<https://www.emcdda.europa.eu/>.

---

#### Traineeship offer

The trainee will be assigned to the Resources management and administrative services unit.

The main aims of traineeships within the EMCDDA 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 working of a European agency;
  - c. to enable trainees to acquire practical experience and knowledge of the day-to-day work of the EMCDDA 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:

- Job Description Updates.
- Assisting in Recruitment Processes and Assisting with Orientation and Onboarding.
- Assisting in revamping and implementing learning and training strategies;
- Develop HR analytics and reporting strategies.
- Any other task assigned by the line manager.



---

## 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 conditions**
- Preferences will be given to young graduates who are citizens of EU Member States, Norway and Turkey, however candidates from other countries may apply.
  - Have fulfilled any obligations imposed by the applicable laws concerning military service, if any.
  - Be physically fit to perform his/her duties.

- 
- Education**
- 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 skill**
- The main working language is English. Trainees are therefore required to have a thorough knowledge of oral and written English.
- 

### 1.2. Essential Requirements

- 
- On the basis of the selection on files and interview**
- Degree in Humans Resources, Management, Phycology or similar
  - Very good command of written English
  - Very good knowledge of MS Office and specially excel
  - 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.
- 

## 2. Submission of applications

---

### Procedure

- Applicants for a traineeship shall apply through the EMCDDA e-recruitment tool, which is accessible through this link: <https://e-recruitment.emcdda.europa.eu>.
  - The EMCDDA's Human Resources Management Sector (HRMS) will screen applications to ensure they meet the eligibility criteria and will transmit them to the EMCDDA'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 EMCDDA will contact only the successful candidates. Candidates who have not been contacted by the EMCDDA 2 months after the closure of applications should consider that their application has been unsuccessful.
- 

### Deadline for applications

The closing date for the submission of applications is 15/01/2024 at 23.59, Lisbon time.

---



### 3. Conditions of employment

---

**Place of employment** of The place of employment will be Lisbon, Portugal, where the EMCDDA 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 1.330,07 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 EMCDDA during this selection procedure will be kept in the EMCDDA'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 EMCDDA.

For further details please read carefully the 'Privacy statement' as published on the EMCDDA website at the following link: [https://www.emcdda.europa.eu/about/data-protection\\_en](https://www.emcdda.europa.eu/about/data-protection_en).

---

### 4. EMCDDA contact

E-mail: Paola.Parga@emcdda.europa.eu

Recruiter: Paola Parga

Date of publication : 15/12/2023