

European Training Foundation

TRAINEESHIPS IN OPERATIONS AND COMMUNICATION

2021 CALL

Are you ready for your next big challenge?

Are you enthusiastic about the EU project? Are you a young professional seeking to develop your skills in the ETF's main areas of activity? Are you an all-round communicator? The ETF is looking for motivated and proactive trainees to join its team.

If you are passionate about education, training and employment, or if you are a social media enthusiast, at the ETF you will have the opportunity to develop your interest in a challenging professional environment.

Working closely with a multi-cultural team and liaising with a broad range of stakeholders, your job will involve working in one of the operational expertise areas or assisting with communication-related tasks.

If you are passionate about these fields and would like to kick-start your career in a prestigious EU agency working with countries surrounding the EU, you might be the person we are looking for!

What is the ETF?

The [ETF](#) is an EU agency based in Turin, Italy. It helps transition and developing countries harness the potential of their human capital through the reform of education, training, and labour market systems, in the context of EU external relations policies.

We support countries bordering the EU to improve their vocational education and training systems, analyse skills needs, and develop their labour markets. By doing so, we help them to improve social cohesion and achieve more sustainable economic growth, which in turn benefits Member States and their citizens by improving economic relations.

The Departments and their mandates

The Knowledge Hub Department's (KHD) mandate is to ensure the co-creation, management and sharing of ETF knowledge and state of the art intelligence on human capital development (HCD) in partnership with the partner countries, European Commission services and international community stakeholders, and provide updated and relevant factual information, monitoring, analysis and assessment on HCD in the countries under the ETF's responsibility. The department consists of two units: the Skills Identification and Development Unit (SID) and the Systems Performance and Assessment Unit (SPA).



The Policy and Public Outreach Department (PUB) contributes to enabling human capital development reforms in the EU neighbouring countries by providing tailored and strategic policy advice to the EU institutions and partner countries, the development of long-term country and regional partnerships, and monitoring and analysing EU policies and interventions in HCD in the ETF partner countries. The department leads the ETF's project management, and is responsible for public outreach, disseminating knowledge and impactful communications. The department is composed of two units: the Policy Advice and EU Programming Unit (PAU) and the Project Management Unit (PMU) and one team - Strategic Communications.

What are we offering?

Traineeship duration: six months, renewable

Expected starting date: October 2021

Maintenance grant: € 1,100 / month, net

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

Other development opportunities: induction programme, online Italian courses and internal knowledge sharing sessions

On-site facilities: canteen, gym and meditation rooms

Learning objectives and activities

At the end of the traineeship, the trainee should have further developed his/her soft skills, in particular in:

- Working in a multi-cultural environment
- Working in teams
- Exchanging information, knowledge and experience, learning from others, receiving and giving feedback
- Organisational skills: handling multiple priorities, working to – at times short – deadlines
- Confidence and self-management

In addition, the trainee should have further developed his/her technical skills, in particular in one of the areas described below and in:

- European Union knowledge: institutions, policies and programmes, mostly in the human capital development and in external relations;
- Understanding of education, training and employment policies in a development context

Area no 1 – Knowledge management in the Knowledge Hub Department

- Assist with the analysis of studies and research and participate in the production of short papers / presentations / blogs on the findings, including on topics such as innovative teaching and learning / active labour market policies / youth / gender / greening / digitalisation and human capital issues
- Assist in transforming material from ETF research into digital products

- Participate in capacity building actions and the formulation of learning and development itineraries in partnership with other international organisations
- Assist in sharing knowledge through different means and in coordinating with experts in different projects
- Participate in the organisation of conferences, webinars and seminars to contribute to the sharing of knowledge and good practice

Area no 2 – Skills identification and development in the Skills Identification and Development Unit

- Assist in knowledge generation activities, including gathering, analysing and presenting data and evidence, as well as assisting in the development of methodological tools to apply knowledge in the areas of skills demands and anticipation and / or innovative teaching and learning and / or economic development and skills development, in particular looking at greening and digitalisation
- Support network development and activities
- Contribute to the facilitation of network activities

Area no 3 – Systems performance and assessment in the Systems Performance and Assessment Unit

- Assist in finding evidence on lifelong learning systems governance and quality assurance
- Assist in analysing, selecting and recording complex qualitative datasets in a statistical database
- Participate in the implementation of the IMAGE system - a monitoring system for collecting, and analysing country and thematic intelligence

Area no 4 – Policy advice in the Policy Advice and EU Programming Unit

- Assist in collecting information and carrying out desk research in the human capital development area
- Participate in the analysis of EU policies and country specificities
- Assist with the drafting of thematic articles and notes

Area no 5 – Communication in the Strategic Communications Team

- Community and social media management: assist with ETF OpenSpace, LinkedIn, Facebook, Instagram and Twitter
- Video production and graphic design: assist with infographics, visual and multimedia content for social media and website
- Visibility of the institution: assist with digital marketing, analytics, public relations
- Press and media relations, including assisting in the preparation of journalistic articles

Eligibility criteria

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
- Have recently completed, namely within 2 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 European Framework of Reference for Languages
- 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

Selection criteria

Applicants should have:

- An open mind with a learning mind-set
- Enthusiasm and motivation
- Commitment to EU values
- Knowledge and/or experience in one (or more) of the areas (1, 2, 3, 4 and/or 5) described under “Learning objectives and activities”
- An education background in one (or more) of the areas (1, 2, 3, 4 and/or 5) described under “Learning objectives and activities”
- High degree of computer literacy

Assets

- Practical education, training or working experience in countries with transition or development economies
- Language skills, B2 level, in French, Russian or Arabic
- Area 5: Good knowledge of Adobe software: Photoshop, Illustrator, InDesign, PremierePro

Submission of applications

The **closing date** for the submission of applications is **30 July 2021 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, 2, 3, 4 and/or 5) described under ”Learning objectives and activities”**;

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.

Selection

The selection comprises three consecutive phases:

Phase 1 – Screening of applications

1.1 Eligibility

The Recruitment team will review all applications. Only applications meeting all eligibility criteria move to the next phase.

1.2 Selection for interviews

On the basis of the information provided in the curriculum vitae, the manager of the Department hosting the internship (and/or a delegated staff member) assesses the applications against the selection criteria. The candidates presenting the most appropriate applications are invited for an interview (video call).

Due to the high volume of applications expected, only candidates invited for an interview will be contacted.

Phase 2 – Interviews

The manager of the department hosting the internship (and/or a delegated staff member) will assess the candidates' skills and motivation required for the traineeship through the interview. The interviews will be held in English.

Upon completion of this phase, the manager of the Department hosting the internship (and/or a delegated staff member) will put forward to the ETF Director a list of candidates considered the most in line with the selection criteria.

This phase is expected to take place in [late August / early September 2021](#).

Phase 3 – Reserve list

Considering the proposal made by the manager of the Department (and/or a delegated staff member), the ETF Director will establish a reserve list with the most suitable candidates.

The Director may offer a traineeship to a candidate in the list. However, inclusion in the list does not guarantee a traineeship offer.

This list will be valid until 31 December 2022. Its validity may be extended by decision of the Director.

Work of the manager of the department (and/or a delegated staff member)

The work and deliberations of the manager of the department hosting the internship (and/or a delegated staff member) are strictly confidential and any contact is not allowed. Contacting them constitutes grounds for disqualification from the procedure.

Additional information

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.