

Call for Applications for a Traineeship

European Union Agency for Fundamental Rights (FRA)

Deadline for applications: 08/02/2023 13:00 CET

This traineeship scheme is addressed mainly to **recent university graduates**, without excluding those who – in the framework of life-long learning – are **at the beginning of a new professional career**.

We are looking for talented people for traineeships in the following areas:

Digital Services (IT) and Facilities
Human Resources
Finance and Contracting
Planning and Monitoring
Data Protection Office
Director's Office

Trainees support various activities of the team to which they are assigned, such as:

1. Digital Services and Facilities Sector (Corporate Services Unit):

- Assist in the collection of business requirements and testing of the Agency's IT systems, such as MATRIX (Enterprise Management System), Document Management System (DMS), etc.
- Assist in the management and maintenance of the Agency's applications, such as intranet, DMS, etc.
- Assist in the development of statistics and reports by utilising office automation tools and reporting software tools

2. Human Resources Sector (Corporate Services Unit):

- Assist in the organisation and running of recruitment and selection procedures
- Assist in the implementation of the Agency's learning & development programme

- Assist in the organisation of wellbeing activities
 - Assist in the management of HR and personnel files, including the preparation of documents, templates, reports and presentations for HR purposes
3. Finance and Contracting Sector (Corporate Services Unit)
- Assist the organisation of procurement procedures for the purchase of goods and services
 - Support in the maintenance of procurement and contract files, including the entry of contract-related data in IT applications
 - Assist in the preparation of financial and budget reports
 - Assist on the mission and travel agency's reimbursements
4. Planning and Monitoring Sector (Corporate Services Unit)
- Assist in the preparation of planning and reporting documents, covering the full range of activities undertaken by the Agency, such as FRA Single Programming Document and Consolidated Annual Activity Report
 - Support in activities performed to monitor and evaluate projects, including systematic monitoring of the content of MATRIX (Enterprise Management SYSTEM), Intranet pages and DMS archive
 - Assist in tasks linked to stakeholder consultation in the planning process
 - Review of documents, templates and reports for planning and project management purposes
5. Data Protection Office:
- Assist in the review and finalisation of the data protection records and notices required to document and inform on the Agency's data processing operations, ensuring compliance with the applicable data protection regulations
 - Assist the DPO in replying to requests received from data subjects
 - Assist in the assessment and drafting of replies to public access to documents requests (requests from citizens for public access to Agency documents)
6. Director's Office
- Assist in the preparation and follow-up of meetings, including external engagements (drafting agendas, reports, minutes)

- Assist in the preparation and drafting of documents for the Director, including policy analysis, background information for meetings, speaking points, travel files and correspondence
- Assist the maintenance of the Director's Office intranet pages, document management system and other files

Period of traineeship

The traineeship is offered for a fixed period of **6 months, from 1 April – 30 September 2023**. The trainee will be required to work at the FRA premises in Vienna.

Please note that no employment of any form can be offered following the end of the traineeship period unless through a recruitment procedure against a vacancy notice published on the FRA website.

What are we looking for?

To be **eligible**, you must meet the following conditions:

- Be a **national of the Member States of the European Union** (27) and **EU candidate countries** (Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Turkey and Ukraine) and potential candidate countries (Georgia and Kosovo*).
- Have a very **good knowledge of English** and of another EU language
- Have completed university studies (obtained a degree) by the closing date for applications.

(N.B. In accordance with the Rules governing the Roma traineeship programme at FRA, candidates of Romani background must have completed either post-secondary education attested by a diploma, or have completed secondary education and have obtained at least 2 years of relevant professional experience.)

For detailed information about the eligibility criteria as well as the rights and duties of the trainees, please consult the [FAQ](#) and the [Rules governing the traineeship programme at the FRA](#) (for candidates of Romani background, the [Rules governing the Roma traineeship programme](#) apply, and for candidates with a recognised disability, the [Rules governing traineeship programme of people with disabilities at FRA](#) apply). We recommend you read them carefully before submitting your application.

Diversity and inclusion

FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on any ground such as sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, gender identity or sexual orientation.

FRA particularly encourages candidates with disabilities to apply. FRA is committed to ensuring that all trainees can take part in the Activities of the agency. If you consider yourself to have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to facilitate your full participation in the traineeship, please indicate any adjustments or arrangements needed to recruitment@fra.europa.eu so that FRA can ensure your equal participation in the selection procedure and, if selected, in the traineeship.

How to apply?

Please complete your application in English. **Only applications received via the FRA e-recruitment platform will be accepted.**

In your application, you must specify which of the 6 areas specified in this call for applications you are applying for (Digital Services and Facilities; Human Resources; Finance and Contracting, Planning and Monitoring; Data Protection; Director's Office). **You can indicate only one entity.** Candidates applying for more than one area will be automatically rejected.

Applications that do not meet the eligibility criteria or are incorrectly submitted will be excluded as ineligible.

Deadline for applications

The deadline for applications is 08/02/2023, **13:00** (CET).

Data protection

The processing of personal data by the FRA is governed by [Regulation \(EU\) 2018/1725](#). By submitting an application for a traineeship, you consent to the processing of the personal data contained in the application form and the supporting documents enclosed therewith,

in accordance to Article 5. 1(d) of the Regulation. The provision of information requested in the application form and the supporting documents is obligatory. Incomplete applications will be excluded from the selection. The personal data in question is collected by the FRA for the sole purpose of the selection of trainees. Please consult the [privacy notice](#) for further information.

**This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.*