

Trainee – Resource & Documentation Centre/Library

1. Introduction

The European Institute for Gender Equality [1] (EIGE) announces a traineeship opportunity lasting up to six months for a graduate who is either a national of an EU member state or an EFTA country.

The traineeship shall be based at the Institute's offices in Vilnius, Lithuania. The registration of applications will begin on 28 January 2013 and will close on **27 February 2013 at 23:00 Eastern European Time (EET)**.

EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives related to the contribution and strengthening of gender equality promotion.

To achieve its goals, the Institute shall collect and analyse objective, comparable and reliable information at EU level and develop appropriate methodological tools for the integration of gender equality into EU policies. EIGE shall equally foster the exchange of good practices and dialogue between stakeholders and raise EU citizen awareness of this policy area by providing technical assistance to the EU institutions, in particular the Commission, as well as the authorities of the Member States (MS). In the course of its work to promote and strengthen gender equality EIGE will also strive to eliminate gender discrimination.

The traineeship shall aim principally to:

- provide work-training experience in key areas of the Institute's work;
- extend and apply knowledge acquired in the course of studies or working life;
- provide practical working knowledge of the Institute;
- enable the trainee to acquire work experience through the contacts s/he makes.

The Institute is an equal opportunity 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.

2. Traineeship Description

Objectives

The trainee shall provide assistance to support the smooth development of the Institute's Resource & Documentation Centre (RDC) which is foreseen to be launched in EIGE's new premises in 2013. The RDC aims to become the EU's one-stop shop on gender equality, keeping the institutional memory of gender equality work at both the EU and MS level.

The trainee shall be provided with relevant thematic work experience in the context of an EU agency.

Description of the work

Reporting to a supervisor, the trainee will be expected to carry out the following duties:

- Assist with the compilation of sex-disaggregated statistics and indicators on usage - including thematic areas and languages - by internal and external beneficiaries of the RDC;
- Assist the coordination of the RDC's monthly bulletin;
- Answer requests concerning the availability of thematic material featured in the RDC's library as well as in its online catalogue;
- Assist in drawing up the inventory of the library and ensure the return of items by due date;
- Support the move to the Institute's new premises where EIGE's RDC will be located;
- Assist in implementing Radio Frequency Identification (RFID) technology, namely by placing a microchip in all library items;
- Gather and organise existing resources available at the Institute to ensure easy access and wider dissemination via the RDC;
- Support the implementation of the Institute's internal communication strategy so as to ensure that RDC information is made available to both internal and external beneficiaries;
- Attend selected meetings within the RDC team.

Traineeship pre-requisites

The traineeship is open to applicants who have not previously undertaken a traineeship in another European institution or body and who meet the following requirements:

- a recognised university degree [2] preferably in library and information sciences; (information management, archiving, records management), evidencing completion of a full cycle of study;

- some initial experience in library management obtained either through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner or through professional experience or a previous traineeship;
- Interest and awareness in gender equality issues;
- Knowledge of PRIMO, ALEPH, METALIB and SFX will be considered an asset.

Applicants must also have fluent English, both spoken and written, an excellent knowledge of at least one other EU language as well as computer skills applicable to a Windows environment.

3. Application Procedure

There are two stages to the application process:

Stage 1 - Online registration

At the first stage candidates must submit their application electronically using the EIGE application form.

EIGE Application form

Applications must reach eige.hr@eige.europa.eu by not later than 23:00, Eastern European Time (EET) on 27 February 2013 and the subject title noted by applicants should include the reference number of the application.

Candidates are requested to send their completed application in English, the language in which the Institute mainly works. All parts of the application form must be completed in full. Incomplete applications will not be considered.

Stage 2 - Submission of a full application (only for candidates invited to an interview and selected)

At the second stage, should the candidate be invited for interview and be selected, in order for the application to be considered complete candidates must provide photocopies of all the supporting documents (proof of nationality, diplomas, academic qualifications, employment certificates, professional references etc.) needed to prove that they satisfy all admission conditions.

All documentary evidence of any professional experience must indicate start and end dates for previous positions and the start date and continuity for the current position held. On the day of the interview the candidate must sign his/her application form and by signing the form the candidate certifies on his/her honour that the information provided is complete and accurate.

Candidates will be eliminated if:

- their application is received after 23:00, EET on 27 February 2013.

- they do not use and duly complete the official application form provided by EIGE.
- they do not meet the general conditions described in the pre-requisites section.

Eligible candidates shall be selected on the basis of their application. The Institute regrets that, due to the large volume of applications it receives only candidates of particular interest will be contacted.

Candidates must be prepared to submit proof of their qualifications upon request since if successful, they will be required to produce originals of their diplomas, academic qualifications and employment certificates upon request.

A Selection Committee shall oversee the analysis of the applications to assess and select those best matching the profile and qualifications required for this traineeship. On this basis the Selection Committee can invite the best admissible candidates for an interview which may include other appropriate testing.

The work of the Selection Committee is confidential. Candidates shall not make direct or indirect contact with the Selection Committee or have anybody do so on their behalf. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

All inquiries for information should be sent by e-mail to eige.hr@eige.europa.eu, quoting the reference of the traineeship.

4. Engagement and Conditions of Traineeship

Engagement for a traineeship will be decided by the Institute's Director on the basis of a reserve list of candidates proposed by the Selection Committee. Candidates should note that an inclusion to the reserve list does not guarantee selection. The established reserve list may be used for other similar traineeships depending on the Institute's needs and will be valid until the 31 December following the year of engagement.

The traineeship is supported by a monthly grant equivalent to **€750**. While a travel allowance will be provided, trainees however will have to make their own health insurance arrangements.

Applicants are advised to read Decision No. 2011/765 since it contains relevant information with regards to traineeships at the Institute.

5. Data Protection

The purpose of processing of the data submitted by candidates is to manage each application in view of a possible pre-selection and recruitment as a trainee at the Institute. Unsuccessful application files shall be kept for two years following the closure of the selection procedure, after which time they are destroyed. The personal information requested from applicants will be

which time they are destroyed. The personal information requested from applicants will be processed in line with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 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.

6. Lithuania and living in Vilnius

A member of the Schengen Area, Lithuania borders Latvia, Belarus, Poland and the Kaliningrad region of Russia. Its western coastline - noted for its fine beaches, dunes and majestic pines - straddles the Baltic Sea. Lithuanian summers are sunny and warm with an average temperature of +17 C. Winter is white and generally cold with average temperatures that hover around – 4 C.

Vilnius is Lithuania's capital with an estimated population of just over half a million citizens. It has impressive Baroque, Gothic, Renaissance and Russian architecture as well as one of Europe's largest medieval old towns, a UNESCO World Heritage site since 1994. A university city since the Middle Ages, Vilnius is the centre of the country's politics, business, science, culture and entertainment and it attracts an increasingly varied assortment of local and international events. In addition to hosting a number of international schools, it has a developed infrastructure and ambitious future plans.

[1] Established by the European Parliament and of the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006)

[2] For a list of minimum national diplomas see [Annex 2 Decision No. 2011/765](#).

Metadata

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