

Traineeships

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Vacancy notice

EN (DOC, 150.5 KB)



Application form

EN (DOC, 176 KB)

Introduction

The European Institute for Gender Equality^[1] (EIGE) announces traineeship opportunities lasting up to six months^[2] for graduates who are either nationals of an EU member state or an EFTA country or an IPA qualifying country^[3]. The traineeships are based at the Institute's premises in Vilnius, Lithuania.

The registration of applications will begin on 3 October 2018 and will close on 31 October 2018 at 13:00, Eastern European Time (EET).

EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives envisaged to contribute to, and strengthen the promotion of gender equality.

The Institute collects and analyses comparable and reliable information at EU level and develops appropriate methodological tools for the integration of gender equality into all EU policies. It fosters the exchange of good practices and dialogue between stakeholders and raises awareness on gender equality. It also provides technical assistance to EU institutions, in particular the European Commission and the authorities of the Member States.

In the course of its work to promote and strengthen gender equality, EIGE supports policy makers with high quality data relevant to their work.

The traineeships aim principally to:

- provide on the job training experience in key areas of the Institute's work

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- extend and apply knowledge acquired in the course of studies or working life;
- provide practical working knowledge of EU agencies and institutions;
- enable trainees to acquire work experience in an EU agency context.

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.

Traineeship description

The trainee provides assistance and support to ensure the smooth functioning of a particular area of the Institute's work. The trainee is provided with relevant work experience in the context of an EU agency.

Reporting to a supervisor, the trainee can expect to carry out duties from the following:

- Assist with work in connection with the Institute's research on various aspects of gender equality; gender mainstreaming; gender-based violence; knowledge management (including EIGE's Resource & Documentation Centre (RDC)) stakeholder relations and communications;
- Assist in the collection and processing of data and information on gender equality and gender mainstreaming;
- Participate in the review, analysis and synthesis of results and conclusions drawn from studies and research on gender equality;
- Assist with the work to support the management of knowledge and information on gender equality for the RDC;
- Contribute to monitoring developments in gender equality policies at a EU level and managing relations with EIGE's stakeholders;
- Support in the organisation of EIGE's awareness raising events and expert meetings;
- Contribute to EIGE's communication activities by producing content to communication products, such as social media, newsletter, website and fact sheets.
- Support to EIGE's Administration Unit in any of its key areas of work including, Accounting, Analytics, Finance, Human Resources, ICT and Procurement.

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

- a recognised university degree^[4] evidencing completion of a full cycle of study.
- some initial experience either in issues related to gender equality obtained either through specialisation as part of the applicant's studies for a university degree, or a dissertation or other research project conducted via a previous traineeship or otherwise through relevant professional experience.

Applicants must 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.

Application procedure

There are two stages:

Stage 1 - Online registration

Candidates must submit their application electronically using EIGE's application form. Applications must reach eige.hr@eige.europa.eu by not later than 13:00, Eastern European Time (EET) on 31 October 2018 and the subject title should include the name of the candidate and the reference number of the traineeship.

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

Stage 2 - Supplementary documentation (applicable only to candidates selected to start a traineeship)

Should a candidate be selected to start a traineeship, in order for the application to be considered complete, she/he must provide copies of all the supporting documents - e.g. proof of nationality, diplomas, academic qualifications, employment certificates as applicable, insurance policy for sickness and accident during the period of the traineeship, medical certificate indicating work fitness, etc. - needed to prove that they satisfy all admission conditions.

Candidates must be prepared to submit proof of their qualifications upon request. 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.

Candidates will be eliminated if:

- their application is received after 13:00, EET on 31 October 2018.
- 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.

A selection committee shall oversee the analysis of the applications to assess and select those best matching the profile and qualifications required for each traineeship. The committee can then invite the selected candidates for an interview.

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.

The Institute regrets that, due to the large volume of applications it receives only candidates selected for interviews will be contacted.

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

Engagement & conditions

EIGE operates from a modern and fully computerised office space based in the Old Town of Vilnius.

Working time includes flexitime and core working hours. The trainee shall work in a multicultural environment where social dialogue is considered very important. EIGE applies a participatory approach to its work and encourages an open dialogue between management and staff.

Colleagues work closely together as much of the work is organised around cross-unit project teams. EIGE's staff engagement is among the highest in EU agencies. EIGE is committed to the principle of zero tolerance for harassment at work.

Engagement for a traineeship will be decided by the Institute's Director based on a reserve list of candidates proposed by a selection committee. Candidates should note that inclusion on 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 €880. While a travel allowance will be provided, trainees however will have to make their own health insurance arrangements. Applicants are advised to read Director's Decision No. 111/2016 since it contains other relevant information.

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 are 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 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 EU institutions and bodies and on the free movement of such data.

Lithuania & living in Vilnius

Lithuania is a member of the Schengen Area and it 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.

Vilnius has an estimated population of just over 800,000 people. In addition to ample green spaces, it is beautifully situated on the banks of the river Neris, offering excellent opportunities for outdoor activities. The city is compact and safe both for individuals and families. Vilnius 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. It has been a university city since the Middle Ages.

Today it 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, Vilnius has a well-developed infrastructure and ambitious plans.

Further information is available at <http://www.vilnius-tourism.lt/en/tourism>.

[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] The traineeship may exceptionally be prolonged by the Institute's Director for up to a further five months.

[3] The countries that qualify are Turkey and the former Yugoslav Republic of Macedonia which are eligible for all components of IPA.

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

Metadata

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