



EUI REMUNERATED TRAINEESHIP OPPORTUNITY

[The Internal Audit Office](#) of the European University Institute based in Florence, Italy is looking for a skilled trainee for a maximum period of 12 months. The trainee will provide support to the activities of the Office as per the established working program.

The ideal candidate should have:

- Strong communication and organizational skills
- Administrative experience
- Advanced analytical skills
- Attention to detail
- Effective team-working abilities
- Proficiency in Microsoft Office
- Familiarity with ERP systems (i.e. SAP, Oracle PeopleSoft, etc.)
- Ability to handle confidential and sensitive data

The candidate must be fluent in English and willing to learn and improve.

Type and Duration

- 3 months, with possible extension up to 12 months in total
- Full time (Monday to Friday)
- Start of the traineeship: **1 October, 2019**

Conditions for Eligibility

Candidates must:

a) Be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy;

AND

- b) Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR
- c) Be involved in a vocational training programme; OR

- d) Have obtained the above (b or c) qualification, no longer than 18 months prior to the beginning of the traineeship;

All rules governing the traineeship refer to the [President's Decision no.39/2013](#).

IMPORTANT: Please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

Benefits

- Maintenance grant of €1,335 per month;
- A discount of 40 per cent for one lunch per day at the EUI canteen;
- Travel cost reimbursement for the journey to Italy from his/her place of origin and final return trip is provided up to a ceiling;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym.
- Help in finding accommodation

TO APPLY:

Please send a CV to Antoaneta.Tasheva@eui.eu, mentioning in the subject: *Application for Traineeship: Internal Audit Office*

Deadline for applications: 1 September, 2019

For more information on traineeships, please visit the EUI webpage:

<https://www.eui.eu/About/JobOpportunities/Traineeships>

EUI general information: www.eui.eu

Internal Audit Office

European University Institute

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