



## **EUI REMUNERATED TRAINEESHIP OPPORTUNITY**

### **1 POSITION AVAILABLE: Space Management and Planning Trainee**

The [Real Estate and Facilities Service](#) of the [European University Institute](#), based near Florence (Italy), is looking for Technical Assistant Trainee in the Technical Unit and under the supervision of the EUI Building Expert, to carry out the following daily tasks:

- Managing and updating databases and maps on the online programmes REALGAR and SMART.
- Creating, modifying and updating rooms on SMART.
- Drafting monthly reports on data regarding the status of occupancy of each area of all EUI buildings, structural works and new moves.
- Managing and updating codification of all the EUI campus.
- Updating maps of all the EUI campus, including support in emergency plans update;
- Support EUI in monitoring and implementing compliance standards for working environment (health&safety related);

### **Type and Duration**

- Up to maximum 12 months, the first 3 months of which constitute a trial period.
- Full time (Monday to Friday).
- Start of the traineeship: to be defined

### **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.**

## Qualifications Required

- Excellent knowledge of Italian (CEFR level: C1 or above) both spoken and written, and a satisfactory knowledge of English (CEFR level: B2 or above);
- Good knowledge of Autocad 2D and Windows Office Package;
- University degree or diploma in a field relevant to this post. Applicants with a degree in Engineering or Architecture and/or proven work experience in this field are encouraged to apply;
- Italian Health and Safety applicable regulations ISO45001 knowledge;
- Good time management and organisational skills;
- Excellent verbal and written communications skills, and ability to keep track of and report on activity;
- Excellent written and oral communication skills to address a wide variety of audiences.

## Advantageous:

- Ability to productively contribute to cross-functional teams.
- Previous experience in a university or research environment.
- Knowledge of additional languages of the European Union.

## Benefits

- **Maintenance grant of 1.315 Euros per month;**
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops.

## TO APPLY:

Please send:

- a) CV(English);
- b) Cover letter (English).

To the email [ana.delcastillo@eui.eu](mailto:ana.delcastillo@eui.eu) mentioning in the subject:  
*Application for Space Management and Planning Trainee*

**Deadline for applications: Wednesday 10 February 2021**

For more information on traineeships at the EUI:

[www.eui.eu/REFStraineeships](http://www.eui.eu/REFStraineeships)

[www.eui.eu/About/JobOpportunities/Traineeships](http://www.eui.eu/About/JobOpportunities/Traineeships)

Real Estate and Facilities Service

**European University Institute**

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[www.eui.eu/REFS](http://www.eui.eu/REFS)