

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

1 TRAINEESHIP POSITION AVAILABLE within the Human Resources Service.

The [Human Resources Service](#) of the [European University Institute](#) based in Florence, Italy, is looking for a motivated trainee.

The HR service:

Our team is composed by 13 dedicated and enthusiastic HR professionals. We are working on efficient, qualitative and timely administration of the full spectrum of HR activities such as selection, recruitment, Learning & Development for both Academic and Administrative staff. Moreover, the HR Service is implementing numerous new projects such as talent management, workforce planning, communication and talent attraction through social media platforms.

The position:

Under the supervision of an HR officer, you will mainly support the implementations of new HR projects in the remit of talent management (Learning & Development), internal and external communication (employer branding, attraction of new talents). You will also provide administrative support (pensions team support, etc.). You will be fully part of the team and your input and opinion will be valued.

What you will gain:

- Experience in the HR Service of a prestigious International Organisation,
- A unique hands-on experience on the development of ambitious HR projects,
- Transferable knowledge to European Institutions of the regulations regarding HR,
- The possibility to attend training courses, including languages courses, and day-to-day coaching,
- A safe environment to develop yourself to become an established HR officer.

We are looking for:

Specific competencies:

- Strategic mind-set and 'out of the box' approach
- (Theoretical) knowledge of HR practices and trends
- Strong problem-solving skills
- Adaptability
- Team player mind-set
- Familiarity with Social media platforms, especially LinkedIn and Instagram
- High standard of spoken and written English
- Good command of MS Office applications (Excel and PowerPoint)

Inter-personal competencies:

- Service-oriented attitude, high sense of confidentiality, and discretion in handling sensitive information and data
- Strong inter-personal and communication qualities within a multinational and multicultural context

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: **1 October 2021**

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 candidates 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 1,365 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;
- Language courses;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops, Trainings.

TO APPLY:

Fill in the [online application form](#) and upload documents as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline for applications: Friday 30 July 2021 at 24:00 CET

Should you experience any technical issues with the system, please send an email to: Traineeships@EUI.eu

For more information on traineeships at the EUI:

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

Human Resources Service

European University Institute

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<https://www.eui.eu/en/services/human-resources-service>