

## **EUI REMUNERATED TRAINEESHIP OPPORTUNITY**

The [European University Institute](#) (EUI) at a glance:

- an international organisation set up in 1972;
- a research university focusing exclusively on post-graduate, doctoral and postdoctoral studies, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The EUI also hosts the [Historical Archives of the European Union](#).

## **TRAINEE IN THE HUMAN RESOURCES SERVICE**

The [Human Resources Service](#) of the European University Institute is looking for a motivated trainee to join the team and contribute to the work on trainings, learning & development, HR policy, administration, internal and external communication.

The Human Resources Service (HRS) provides a broad range of services to the EUI management and its academic and support staff. It advises the President, the Secretary General and EUI Managers in the field of human resources. It assists the workforce of approx. 690 employees with their contractual rights and obligations, while also managing their employment contracts. HRS ensures the efficient, qualitative, and timely management of the full spectrum of HR activities such as selection, recruitment, learning and development for both teaching and administrative staff.

The trainee, under the supervision of EUI relevant staff members, will be assigned the following tasks:

- Support in the HR Operations area (selection, contract management, rights and entitlements etc.);
- Support in the implementation of new or ongoing HR projects;
- Support in the creation of new internal documents and guidelines;
- Administrative support to the HR team (preparing presentations, formatting documents, updating HR database, support to the creation of personnel files, paper and digital archiving, etc.).

### Type and Duration

- 12 months
- Full-time (Monday to Friday; 8 hours/day)
- Foreseen start of the traineeship: **1 February 2024**

## Conditions for Eligibility

Candidates must:

- Be nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States may be accepted on the basis of a specific agreement of the Secretary General and according to available resources. Under exceptional circumstances, specific traineeships can be made available solely to nationals of specific States, including EU and non-EU States; In accordance with [President's Decision no.10/2022](#), Ukrainian nationals are also eligible to apply;

AND

- Have completed the first cycle of university studies and obtained a full degree or its equivalent by the closing date for applications. The minimum national qualifications required by the legislation in the country where the diploma was obtained are available under the [Annex](#).
- Have obtained their last university diploma no longer than three years prior to the deadline for applications. The three years rule is not applicable for trainees enrolled in further university studies at the moment of their application for the traineeship at the EUI.

AND

- Have a good knowledge of one of the EUI's official languages and a satisfactory knowledge of another language, taking into account that English, French and Italian are the main working languages at the Institute.

All rules governing the traineeship refer to the [President's Decision no. 16/2023](#) and [President's Decision no.10/2022](#).

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

## Required skills and competencies

- (Theoretical) knowledge of HR practices and trends
- High sense of confidentiality and discretion in handling sensitive information and data
- Attention to details and organisational skills
- Excellent knowledge of oral and written English (CEFR level: C1 or above)
- Advanced command of MS Office applications (Word, Excel and PowerPoint)
- Strong problem-solving skills and service-oriented attitude
- Team player mind-set
- Strong inter-personal and communication qualities within a multicultural and dynamic team
- Creative mind-set and 'out of the box' approach

## Advantageous

- Proactive attitude
- Strong interest in developing new skills
- Understanding of staff rules and regulations

Learn more about the [EUI Competency Framework](#) (pdf)

### What you will gain

- Experience in the HR Service of a prestigious International Organisation
- A unique hands-on experience on the development of inspiring HR projects
- Transferable knowledge of the rules and regulations regarding HR to European Institutions
- Opportunity to attend training courses, including languages courses
- Regular coaching and supervision from a senior HR staff member
- A safe environment to develop yourself personally and professionally

### Benefits

- Maintenance grant of **1,360 Euros** per month;
- Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant;
- Trainees are entitled to a discount in the EUI canteen. The exact amount of the discount is indicated on the website of the EUI
- A remunerated trainee who is recruited from outside Florence is entitled to the reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship up to the ceiling defined on the website of the EUI; NB: Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance
- Access to EUI facilities: [Library](#), Reading Rooms, [Language Centre](#), Cafeterias and Canteens, Participations in the [Extracurricular Activities](#) and the [Public Seminars and Workshops](#)

### How to apply

Fill in the [online application form](#) and upload documents (CV) 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.

### **Application deadline: 20 December at 23:59 CET**

Should you have difficulties in sending your application, please send an email to the following e-mail address: [Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

Please note only candidates invited for interviews will receive information on the selection status from the EUI.

For more information on traineeships at the EUI visit the [webpage](#).