

## 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](#).

The [Human Resources Service](#) of the [European University Institute](#) (EUI) is looking for an **EDI trainee** to support the implementation of the EUI EDI strategy.

The EUI adopted a Strategic Action Plan to promote Equality, Diversity and Inclusiveness (EDI), which led to the implementation of EDI-related actions, such as the Gender Equality Action Plan 2022-2025. The EUI adopted this plan to promote gender equality at all levels and in all units and services of the EUI in meaningful and lasting ways, ensure that everyone has the same opportunities to carry out their work and to realise their career goals regardless of their sex and gender; and to be equally protected from abuse and attacks. The HR Service is actively involved in the enhancement of the institutional objectives on EDI.

The EDI Trainee will support the EDI Officer and the Dean for EDI in the process of creating a more diverse, inclusive and equitable organisation, following the Strategic Action Plan of the EUI with the focus on its EDI-related aspects such as the Gender Equality Action Plan 2022-2025.

The trainee, under the supervision of EUI relevant staff members, will have to contribute to the work of the Human Resources Service and will be assigned the following tasks:

- Participating in EDI-related activities and events
- Assisting with research, data collection, planning, and implementation of initiatives related to EDI
- Contributing to the delivery of the EDI training offering at EUI
- Performing administrative tasks in support of the work of the EDI-related Committees and bodies
- Liaising with Committee members
- Contributing to the drafting of meeting minutes
- Supporting EDI communications activities
- Supporting document management, including updating resources and archiving

### 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 English (CEFR level: B2 or above), and a satisfactory knowledge of another language of the European Union to the extent necessary to carry out the duties to be performed. .

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.**

### Qualifications required:

- A strong interest in Equality, Diversity and Inclusiveness.
- Good interpersonal skills.
- Research, analytical, and communication skills.
- Good Knowledge of Microsoft Office applications.
- Ability to work on a team and independently on projects and tasks.

### Advantageous:

- Demonstrated experience in Equality, Diversity and Inclusiveness.

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

### Benefits

- Maintenance grants 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](#)

### **TO APPLY:**

Fill in the [online application form](#) and upload documents (CV, cover letter) 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 applying: 03/12/2023 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 [EUI Traineeships webpage](#).

**[Human Resources Service](#)**  
**European University Institute**