



Interne Organisation - Internal Organisation - Organisation interne

Personalabteilung - Human Resources Unit - Unité des Ressources humaines

## CALL FOR INTEREST - N°2023/STG/1

### TRAINEE GENERALIST

#### About us

The [Group of the European People's Party \(EPP Group\)](#) is the largest political group in the European Parliament. It brings together centre and centre-right pro-European political forces from the Member States of the EU, coming together to advance the goal of a more competitive and democratic Europe, closer to its citizens, and a social market economy. Its multinational Secretariat provides political, administrative and technical support to its MEPs.

#### What we offer?

The EPP Group's traineeship programme offers an excellent opportunity to university graduates and undergraduate students to gain experience and practical knowledge of working in an international, multilingual and multi-cultural environment of the EPP Group and the European Parliament.

We offer the following types of traineeships in our Secretariat in Brussels (Belgium):

**Option 1)** 5 months full-time (40hrs/week) paid traineeship for graduates

**Option 2)** maximum 3 months full-time (40hrs/week) unpaid traineeship for undergraduates

#### Compensation and Benefits

- monthly allowance of 1.500 EUR to cover living costs in Brussels;
- reimbursement of mission costs (travel and accommodation) to attend one plenary session of the European Parliament in Strasbourg;
- a sickness and accident insurance.

#### When?

##### Approximate timetable

##### Spring Traineeship starting in February:

Deadline for the application - 15 November, 23:59 (Brussels time).

##### Autumn Traineeship starting in September:

Deadline for the application - 15 May, 23:59 (Brussels time).

[epp-recruitment@ep.europa.eu](mailto:epp-recruitment@ep.europa.eu) - [www.eppgroup.eu](http://www.eppgroup.eu)

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CHURCHILL M04088 - Allée du Printemps - F-67070 Strasbourg Cedex - Tel: (+33) 3 88 16 40 79

## What will you do?

You will be assigned to one of the [Directorates](#) and actively contribute to its daily political and administrative work. One of our experienced supervisors will follow your work and guide you in all assigned tasks and projects during your traineeship.

The nature of your duties will depend on the specific Directorate to which you will be assigned. However, as a trainee, you will perform one or more of the following tasks:

- attend and help with organization of meetings and various events;
- assist your supervisor in following up of legislative work of parliamentary committee(s),
- draft briefing notes, studies, reports, press releases, minutes and other documents;
- contribute to projects by providing research assistance;
- translate and/or proofread documents;
- contribute to various activities necessary for the smooth running of the service as assigned.

The traineeship in the EPP Group offers you an excellent opportunity to work closely with highly qualified and committed staff on different tasks and projects in the field of EU legislation, foreign affairs, press and communication, public outreach and current affairs. Such a unique experience in the heart of Europe will help you stand out from the crowd when applying for future jobs anywhere in the EU or worldwide.

## Who can apply?

Option 1) Paid Traineeship	Option 2) Unpaid Traineeship
<p>The candidates <b><u>who</u></b>:</p> <ul style="list-style-type: none"><li>➤ are a national of a Member State of the EU or of an associated or candidate country;</li><li>➤ have a very good knowledge (at least <a href="#">CEFR</a> B2 level) of two official EU languages, one of which should be English, French or German (EU citizens) <b><u>OR</u></b> have a very good knowledge of English language (non-EU citizens);</li><li>➤ have not been granted a paid traineeship in the EU Institutions or not have already been in gainful employment after the completion of their studies;</li></ul>	
<ul style="list-style-type: none"><li>➤ have a university degree or have completed three years of study (at least six semesters) at a university or an equivalent institute of higher education;</li></ul>	<ul style="list-style-type: none"><li>➤ if not having a university degree, or not having completed three years of study (at least six semesters) at a university or an equivalent institute of higher education, candidates must provide an attestation from the university stating that a traineeship is required in the framework of the studies and its required length.</li></ul>

Qualified candidates with technical and Information and Communication Technology (ICT) profiles are welcomed.

We wish specifically to encourage qualified candidates with disabilities to apply for the traineeship.

## How to apply?

The candidates **MUST**:

Option 1) Paid Traineeship	Option 2) Unpaid Traineeship
complete the online application form available on the <a href="#">EPP Group's Traineeships page</a> in English;	
upload a Europass CV in English;	
upload a motivation letter (max 500 words) in English;	
upload following supporting documents as a single PDF file including: <ul style="list-style-type: none"><li>• letter of recommendation from a university professor;</li><li>• documents proving the knowledge of the languages (certificates and diplomas);</li><li>• ID card or Passport;</li><li>• (optional) letter of recommendation from a political figure (local, national or European) belonging to the EPP family;</li></ul>	
<ul style="list-style-type: none"><li>• university studies diploma(s) OR a certificate proving that you completed at least six semesters at a university;</li></ul>	<ul style="list-style-type: none"><li>• an attestation from the university stating that a traineeship is compulsory within the framework of the studies and its required length (maximum 3 months);</li></ul>

**Candidates who do not meet all admission requirements will be automatically eliminated from the selection procedure.**

**Candidates who fail** to complete the online application form, upload a Europass CV in English, upload a motivation letter or fail to upload the supporting documents as listed above **will be automatically eliminated from the selection procedure.**

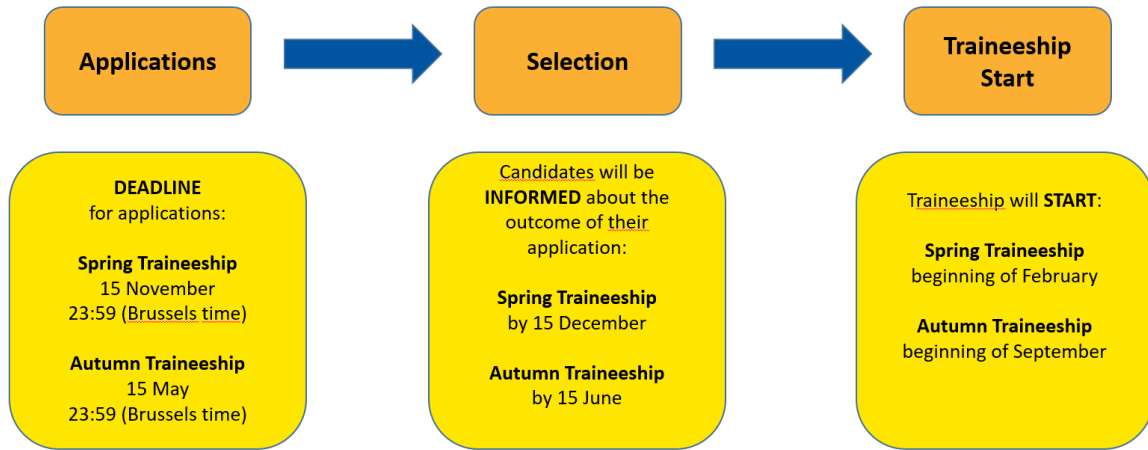
Please note that your selected option of the Directorate in which you would like to undertake your traineeship does not constitute an automatic placement in a chosen Directorate(s). The final decision lies with the Selection Committee while taking into account the availability of the traineeship positions and the Group's needs.

The Selection Committee will base its decisions solely on the information given on the application form, CV and substantiated by the supporting documents attached to it. Supporting documents not in English, French or German **must have an unofficial translation** in English.

It is the candidate's responsibility to inform us in writing of any change in personal data or if they wish to withdraw their application. Any communication from the candidates must be sent to the Human Resources Unit of the EPP Group by email [epp-recruitment@europarl.europa.eu](mailto:epp-recruitment@europarl.europa.eu).

## You applied and what's next?

We will contact you as soon as possible to inform you about the admission to the traineeship, based on the above-mentioned criteria. Here is an indicative timeline of the traineeship selection procedure.



## Equal Opportunities

The EPP Group is an equal opportunities employer that is committed to diversity and to creating inclusive working environment. We encourage applications from qualified women and men who fulfil the job requirements, regardless of their age, race, ethnic origin, religion or belief, disability, sexual identity or any other characteristic.

## Personal Data

The EPP Group ensures that applicants' personal data are processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

**Link to the online application form is on the EPP Group's [website](#).**