Call for interest - n° 2019/STG/ICT/1
IT Developer Trainee

Job details

Contract duration: **5 months traineeship**

Hours per week: **40**

Job location/Country: **Brussels/Belgium**

Approximate timetable

Application open until: 15 July 2019
Candidates shortlisted by: July 2019

About the EPP group

The Group of the European People's Party (Christian Democrats) (EPP) 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 Members.

Department

With a view to promoting the dissemination of knowledge on European integration and to contributing to young Europeans' education and professional training, the EPP Group offers 5-months paid traineeship as IT Developer Trainee in its Secretariat in Brussels.

This traineeship is an opportunity to obtain a unique experience in the Information and Communication Technology Unit by assisting the Group's IT team in their everyday job and, therefore, a remarkable opportunity to work in a very dynamic, political and international environment.

Job description

The IT Developer Trainee will carry out, under supervision, following tasks:

o   contributing to the work of the developers' team in the view to design new programs and to improve the efficiency of the system;

o   writing specifications required for the applications;

o   helping to create Java based internet and/or intranet interfaces according to clients' requirements;

o   creating front and back end interface codes.

Job requirements

The applicants for paid IT Developer traineeship must have/be:

- o   a national of a Member State of the European Union or of an associated or candidate country;
- o   at least secondary education giving access to post-secondary education attested by a diploma or post-secondary education of at least 2 years attested by a diploma in the field of ICT;
- o   very good level of English and a good knowledge of another EU official language;
- o   knowledge of software development cycle and programming/scripting languages;
- o   a good knowledge in the technologies such as Core Java, JBOSS, JSP, Servlets, Java debugging, JDBC, XML, HTML, XSLT, JavaScript, SQL and more;
- o   knowledge of other languages and tools for coding, compiling and executing applications;
- o   knowledge of Java, PHP, ASP/.NET, SQL, Web Services, etc.;
- o   knowledge of Oracle applications, PL/SQL, SQL, SQL*Plus, TOAD, Oracle Discoverer;
- o   not have been granted a paid traineeship in the EU Institutions or not have already been in gainful employment after the completion of their studies.

Compensation & benefits

- o   monthly allowance of 1300 EUR to cover living costs in Brussels;
- o   reimbursement of mission costs (travel and accommodation) to attend one plenary session of the European Parliament in Strasbourg;
- o   insurance against the risk of accidents.

However, it should be stressed that insurance against the risk of illness remains at the expenses of the trainee. Prior to the beginning of their traineeship, trainees will have to provide a valid proof of health insurance.

General admission conditions

CANDIDATES **MUST FULFIL** THE FOLLOWING CONDITIONS:

- o   be a national of one of the Member States of the European Union or of an associated or candidate country;
- o   enjoy their full rights as a citizen (have no criminal record);
- o   meet the character requirements for the duties involved.

General terms

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.

The EPP Group is an equal-opportunities employer and encourages applications from young people with disabilities who fulfil the above requirements.

INSTRUCTIONS FOR THE CANDIDATES

1. RECOMMENDATIONS

Before filling in the online application form, <u>please read the following instructions carefully</u>.

2. SUPPORTING DOCUMENTS REQUIRED

Candidates **<u>must</u>** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application form.

Please note that the Selection Committee will base its decisions **<u>solely</u>** on the information given on the application form **<u>and</u>** substantiated by the supporting documents attached to it.

Candidates **<u>must attach to the application form</u>** the copies of the following documents:

- o a copy of the diploma(s);
- o letter of recommendation from school;
- o documents proving the knowledge of the languages (certificates and diplomas). All claims regarding the candidate's linguistic knowledge must be backed up by certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.
- o ID card or Passport.

3. HOW TO APPLY

If you wish to apply for the traineeship please:

1. Complete in English the online application form available on our website: https://www.eppgroup.eu/about-us/traineeships-programmes or via the URL link available at the end of this document. Should you encounter any problems with the opening of the URL links included in this document, please download it first on your device.

Please note that under the section "Professional experience" you should press "Delete" button in case you do not have any previous professional experience.

2. Upload your photo in JPEG, PNG or GIF format (maximum size is 500 KB).

3. Upload in PDF format a table of contents.

Note that each page of the supporting documents attached to your application <u>must be numbered</u>

and one single table of contents giving a description of each document and the corresponding page number(s) must be included.

3. Upload in PDF format the supporting documents grouped into 5 separate files:

- o Proof of education (copy of your diplomas & other certificates);

- o Proof of professional experience (**if any** previous traineeships or jobs; please note that this entry is not compulsory for a trainee's position);

- o Proof of linguistic knowledge (for language certificates or your own declaration of linguistic skills);

- o ID card/Passport;

- o Other documents (recommendation letters, samples of your photographic work and other documents or details relevant to your application).

Note that the maximum size of attachment is 5 MB per file.

5. Click on the "Submit" button. You will receive shortly afterwards an acknowledgement email confirming that we have received your application.

It is the candidate's responsibility to inform the Selection Committee's secretariat in writing to the here under e-mail address, and in due time, of any change in personal data and/or address.

All correspondence relating to the selection procedure will be sent to the e-mail address indicated by the candidate in the application form.

Any urgent communication from the candidates must be transmitted to the Selection Committee's secretariat by email (epp-recruitment@europarl.europa.eu). Candidates are asked **NOT TO TELEPHONE**.

4. ADMISSION TO THE SELECTION PROCEDURE

The selection will be based on qualifications.

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.

2. Candidates who:

- o do not meet the conditions for admission and traineeship requirements;

- o do not duly complete the online application form;

- o do not attach the supporting documents proving their qualifications and linguistic skills required;

- o do not attach a copy of the ID card/Passport.

will be eliminated.

5. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

1. The Selection Committee will consider the applications, draw up the list of candidates who meet the traineeship requirements and whose qualifications and studies best match the traineeship tasks to be carried out. It will base its decision on the information given on the application form and substantiated by the supporting documents attached to it.

2. Candidates will receive an e-mail informing them of the Selection Committee's decision on whether they have been accepted for a traineeship.

3. If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.

6. CONDITIONS OF PLACEMENT AS A TRAINEE

Candidates included on the list of accepted candidates will be informed and requested to accept the traineeship offer with the EPP Group.

Link to the online application form:
https://resourcemanager-15906b93296.secure.force.com/cxsrec__cxsSearchApply?positionId=a0t1n000003oSrk&formId=a001n00001Yy9vG