



## **Call for interest - n°2020/STG/2 Trainee**

### **Job details**

Contract duration: **5 months for a paid traineeship and up to 3 months for the unpaid traineeship**

Hours per week: **40**

Job Location/Country: **Brussels/Belgium**

### **Approximate timetable**

Application open until: 15 May 2020

Candidates shortlisted by: July 2019

Traineeship starting date: 9 September 2020

### **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 center and center-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 traineeships in its Secretariat. Our traineeships aim to provide university graduates or student with experience of working in a political organization and practical knowledge of the activities of the EPP Group and of the European Parliament. In addition, the traineeship offers an excellent opportunity to gain experience in an international, multi-lingual and multi-cultural environment.

We offer:

- 5 months paid traineeship for university graduates;
- an unpaid short-term traineeship of a maximum length of 3 months when the traineeship is compulsory in the framework of the university studies.  
The unpaid traineeship is addressed to the university students only who have not yet completed at least six semesters at a university and when the traineeship is compulsory part of their studies. This has to be justified by a letter provided by the university. The EPP Group can offer a limited number of this type of traineeships.

Trainees will be assigned to one of the departments within the Group's Secretariat with taking into account their educational background. You can find more about our structure of the Group's Secretariat [here](#).

## Job description

Trainees participate in and contribute to the work of the Directorate/Unit to which they are assigned. The nature of the duties to be carried out depends on the department. However, the main tasks of trainees are the following:

- attending and helping with organization of meetings and various events;
- drafting notes, reports and other documents;
- translating and/or proofreading documents;
- conducting research, etc.;
- contributing to projects.

All the above tasks and projects are carried out under the supervision of the trainee's supervisor.

## Job requirements

The applicants for traineeships must:

- be a national of a Member State of the European Union or of an associated or candidate country;
- have a very good knowledge of two official EU languages, of which one should be one of the EU working languages i.e. English, French or German (at least at **B2 level**);
- applicants from non-EU countries should have a very good knowledge of at least one of the EU working languages;
- 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;
- For the paid traineeship: candidates must have a university degree, have completed three years of study (at least six semesters) at a university or an equivalent institute of higher education;
- For the unpaid traineeship: having not completed 6 semesters of university studies, candidates must provide an attestation from the university stating that a traineeship is mandatory in the framework of the studies and its required length.

## Compensation & benefits

- Paid traineeship offers monthly allowance of 1.400 EUR to cover living costs in Brussels;
- Both types of traineeship offer reimbursement of mission costs (travel and accommodation) to attend one plenary session of the European Parliament in Strasbourg;
- The EPP Group has taken on trainee's behalf a compulsory, primary sickness and accident insurance.

## General admission conditions

CANDIDATES **MUST FULFIL** THE FOLLOWING CONDITIONS:

- be a national of one of the Member States of the European Union or of an associated or candidate country;
- enjoy their full rights as a citizen ( have no criminal record);
- 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, please read the following instructions carefully.**

### 2. SUPPORTING DOCUMENTS REQUIRED

Candidates **must** 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 **solely** on the information given on the application form **and** substantiated by the supporting documents attached to it.

Candidates **must attach to the application form** the copies of the following documents:

- **For the paid traineeship:** university studies diploma(s) OR a certificate proving that the applicant completed at least six semesters at a university;
- **For the unpaid traineeship:** an attestation from the university stating that a traineeship is compulsory within the framework of their studies and its requested length (up to 3 months);
- letter of recommendation from a university professor;
- 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.

- ID card or Passport.

Please note that a letter of recommendation from a political figure (local, national or European) belonging to the EPP family is not mandatory but could be an asset to your candidature.

### 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.

Applicants from non-EU countries should select “Other” nationality and mother tongue if the actual are not listed in the menu and should specify the actual in section 4. “Additional information shared by candidate”.

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

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

- Proof of education (copy of your diplomas & other certificates);
- Proof of professional experience (**if any** previous traineeships or jobs; please note that this entry is not compulsory for a trainee's position);
- Proof of linguistic knowledge (for language certificates or your own declaration of linguistic skills);
- ID card/Passport;
- Other documents (recommendation letters 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](mailto: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:

- do not meet the conditions for admission and traineeship requirements;
- do not duly complete the online application form;
- do not attach the supporting documents proving their qualifications and linguistic skills

required;

- 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.

Please note that your selected option of the department in which you would like to make your traineeship does not constitute an automatic placement in a chosen department(s). The decision is taken by the Selection Committee with taking into account the availability of the traineeship positions and needs of the Group.

Link to the online application form:

[https://resourcemanager-15906b93296.secure.force.com/cxsrec\\_cxsSearchApply?positionId=a0t1n000004lR7m&formId=a000Y00000vPFjN](https://resourcemanager-15906b93296.secure.force.com/cxsrec_cxsSearchApply?positionId=a0t1n000004lR7m&formId=a000Y00000vPFjN)