

TRAINEESHIPS 2023/2024

CALL FOR APPLICATIONS FOR TRAINEESHIPS AT THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

Come join the EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of Bilbao, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention. Further information on our activities can be found on our website: <http://osha.europa.eu>

In our vibrant and respectful multicultural environment, we foster meaningful learning and development experience for our trainees by involving them in daily and project work under the responsibility of a supervisor. Learning by doing and learning from others are at the root of your future **paid** traineeship experience!

EUOSHA/TR/23/02

Prevention and Research Unit (PRU)

We are organising a selection procedure for traineeships based in our Bilbao Office, within the Prevention and Research Unit (PRU).

The interviews will tentatively take place at the end of 2023, for a starting date in early 2024.

1. TRAINEESHIP DESCRIPTION

The Prevention and Research Unit is responsible for the Agency's technical, scientific and economic information on occupational safety and health (OSH). It informs policymaking in the EU and its Member States, as well as raising awareness about OSH and helping to develop tools for use at the workplace. The unit offers in-house expertise through its 15 project managers who have a diverse background in terms of skills and competences in OSH and project management. They work closely with external experts either under a research contract or from a collaborating institution.

The PRU team works not only on 'core' OSH areas such as work-related illness and injury, epidemiology and workplace prevention of occupational risks, but also on implications for OSH of key trends in work, such as digitalisation, new forms of work, or of different regulatory approaches and national systems. It contributes to different parts of the policy-research cycle, from planning to commissioning, review and dissemination of activities in the following thematic areas:

Anticipating changes in the world of work that impact on OSH in order to anticipate emerging risks and improve the timeliness and effectiveness of preventive measures. Research methods used include literature reviews, expert surveys to provide forecasts and scenario building as part of a foresight.

Providing facts and figures to give an accurate and comprehensive picture of OSH risks, their effects and how they are prevented and managed. Comprehensive analyses are carried out based on survey data, administrative data, expert interviews, focus groups and literature reviews. Example activities include:

- The workplace survey ESENER that interviews respondents in 45,000 establishments across more than 30 countries on how they manage OSH in practice;
- Research on work-related psychosocial risks aiming to provide a comprehensive picture of the current challenges related to psychosocial risks and mental health at work in the EU;
- Research on occupational determinants of cardiovascular diseases;

- Research on occupational safety and health in the health care sector;
- Forecast study on the effects of the climate change on occupational safety and health;
- The Workers' Exposure Survey on cancer risk factors currently carried out in six European countries;
- Research on improving the extent and quality of compliance with OSH regulations focusing on the influence of the 'external' factor that include enforcement, supply chains, prevention services, societal norms and expectations and availability of financial support;
- Developing and maintaining, in collaboration with the European Commission and national ministries, the EU OSH Information System, which presents indicators on OSH in the context of national and European strategies.

Developing tools for OSH management for small businesses to manage health and safety and so improve compliance with OSH legislation. Implementation of the online interactive risk assessment tool (OiRA) through the development of sector-specific tools.

Raising awareness of workplace risks and their prevention. Using campaigns to get the OSH message across to target audiences, such as national ministries and labour inspectorates, trade unions, employer organisations and OSH professionals, by campaigning.

Networking knowledge to mobilise the OSH community through new tools. The OSHwiki provides information on a broad range of OSH issues and at the same time functions as a platform for collaboration and knowledge sharing.

2. TRAINEESHIP OVERALL SCOPE

The EU-OSHA traineeship programme is addressed to young university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at EU-OSHA are:

- To provide trainees an understanding of the objectives and activities of the Agency.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of EU-OSHA. To provide the opportunity to benefit from a learning experience within a diverse, multi-cultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
- To enable trainees to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

For detailed information on the EU-OSHA traineeship programme, applicants are advised to read carefully the [Rules Governing the EU-OSHA Traineeship Programme](#).

3. TRAINEESHIP DURATION

Traineeship agreements are initially offered for a period of six months with the option for extension for up to six more months.

Traineeship agreements begin on the 1st or the 16th of the month.

4. ELIGIBILITY CRITERIA

To be considered eligible, applicants must satisfy all of the following requirements on the closing date for submission of applications.

- **Nationality:** be a national of one of the Member States of the European Union and Iceland, Norway and Liechtenstein (parties of the EEA agreement)
- **University diploma:** have completed the first cycle of a higher education course (i.e. university education of minimum 3 years duration) and obtained a full degree or its equivalent by the closing date for applications. For declared on-going post-graduate studies an official declaration from the relevant university/institute must be provided
- **Languages:** in order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately,
 - applicants from Member States of the European Union must have very good knowledge of at least two official languages of the European Union¹, of which one must be English, as English is the main vehicular language within EU-OSHA;
 - applicants from Iceland, Norway and Liechtenstein must have very good knowledge of English, as English is the main vehicular language within EU-OSHA.

5. APPLICATION PROCEDURE

Candidates must submit their application through the Agency [eRecruitment tool](#).

Candidates need first to create an account in the eRecruitment tool and then to submit their applications. Candidates are requested to send their application in English.

The application must be submitted in the eRecruitment tool by no later than **Wednesday 15/11/2023 at 13h00**, Bilbao time.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the website.

6. SELECTION PROCEDURE

EU-OSHA makes its selection of trainees on the basis of the applications received as per this call.

The eligibility check of applicants is carried out by the Human Resources Section. Only the list of eligible applicants is forwarded to at least two members of staff (Heads of Unit and/or delegated colleague(s)) for the selection of successful candidates.

Successful candidates are selected on the basis of educational background, qualifications, competences, and motivation.

In the course of the selection, short-listed candidates will be contacted for an interview (remotely) in order to check their competences, motivation, availability, language skills, and to discuss reciprocal expectations.

¹ Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

At the end of the process, the Heads of Unit and/or delegated colleague(s) establish a shortlist with the most suitable candidates to be proposed to the Executive Director.

The Executive Director will take the final decision on the traineeship agreement(s) to be offered.

All candidates having participated to an interview will be informed about the outcome by the Human Resources Section.

7. REQUIREMENTS PRIOR TO THE START OF TRAINEESHIP

Successful candidates receiving and accepting the traineeship offer need to provide supporting documents and certificates required by Human Resources within the indicated deadline. They are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.

Before the commencement of the traineeship, they are required to provide the following documents, in addition to the digital copy of the traineeship agreement duly signed:

- A proof of nationality;
- A photocopy of all diplomas, academic qualifications/ degrees obtained;
- A photocopy of employment certificates, if applicable;
- An excerpt from the police record indicating good conduct;
- A medical certificate confirming that s/he is “fit to work”;
- A statement indicating whether the trainee is gainfully employed and if so the amount of his/her earnings;
- A statement indicating whether the trainee is in receipt of a grant or allowance from another source and if so, the amount of these grants or allowances;
- A photocopy of health and accident insurance for the duration of the traineeship (EU insurance card is a common use). Sickness and accident insurance is mandatory. Trainees are responsible for organising their own insurance against accidents along with health cover and any insurance required for themselves and family members (where applicable) for the duration of their traineeship.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attaches, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship

Only the above has been ascertained and once all requested documents have been received can a traineeship agreement be confirmed.

8. BASIC ALLOWANCE AND REIMBURSEMENT

Trainees are awarded a monthly allowance set on a yearly basis and subject to an annual revision. Currently, a trainee allowance is at 1.363,26 EUR/ month.

Upon presentation of the proper justification, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance. Human Resources may consult the Agency’s medical services if necessary.

Trainees whose address (as, in principle, indicated in their application form) at the beginning of the traineeship is more than 50 km from the place of traineeship are entitled to a reimbursement of the travel expenses incurred at the beginning and end of the traineeship.

9. EQUAL OPPORTUNITIES

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

10. DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information please follow this [link](#).