

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/23/03

Resource and Service Centre (RSC)

We are organising a selection procedure for traineeships based in our Bilbao Office, within the Resource and Service Centre (RSC).

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

1. TRAINEESHIP DESCRIPTION

We are seeking 3 dynamic trainees for a 6-month renewable traineeship within the administrative heart of the Agency. RSC provides essential support and guidance services to the operations of the Agency. These include: finance, procurement, human resources, document, and facility and environmental management.

The RSC is interested in welcoming one trainee within each of the following areas:

- **Procurement**

The trainee would be integrated within the procurement team (3 staff members) and contribute to supporting the Agency in procuring and purchasing goods and supplies in line with EU Procurement rules, using different digital platform for managing the different steps of tendering and procuring, drafting contracts and ensuring their timely signature.

You have background studies in this field, an interest in public procurement and rules? Just send us your application selecting the field "Procurement"!

- **Human Resources**

The trainee would be integrated within the HR Section (4 staff members) and be particularly involved in: recruitment and induction of newcomers; HR administration (e.g. absences and leave management, staff working conditions etc.) and career development (e.g. appraisal, reclassification, learning and development).

You have background studies in this field, a passion for people? Just send us your application selecting the field "Human Resources"!

- **Facilities**

The trainee would be integrated within the Facility Management team (2 staff members) and be particularly involved in its environmental and greening project, working on the implementation of the

Agency's environmental commitment paper, contributing to producing an environmental dashboard, and the development of a sustainability report.
You have background studies in this field, a passion for greening and sustainability? Just send us your application selecting the field "Facility Management"!

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.

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.

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>

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](#).