

The European GNSS Agency (GSA) provides university students and graduates with a unique and first-hand experience in the working environment of the European Navigation Satellite Systems, and of the EU institutions in general.

## “Project Control Department Traineeship”

### 1. Description of the traineeship

The GSA announces a traineeship opportunity for European students and graduates. The trainee will support the daily operations of the Project Control Department of the Agency, and in particular its corporate support tasks, for example with respect to the Galileo exploitation project contract activities.

The traineeship will take place at the GSA headquarters at Janovského 438/2, Prague 7, Czech Republic and shall last preferably from **1<sup>st</sup> April 2019 to 30<sup>th</sup> September 2019**. The traineeship contract will be concluded for 6 months, which may be extended for further 3 months (maximum twice) or further 6 months (maximum once). The maximum duration of the contract is therefore 12 months. The GSA reserves the right, however, to conclude individual contracts according to which the traineeship start/end will deviate from the above dates specified.

The trainee will be expected to carry out under supervision the following duties:

- Compilation of reports, documents and presentations under supervision
- Development of measures and indicators under supervision
- Follow up of formal actions and decisions
- Handling correspondence under supervision
- Administrative and logistics support for formal meetings
- Follow up of interactions with the European Commission concerning reporting
- Assistance with document management
- Support to EGNOS and Galileo exploitation project control activities

### 2. Admission and selection criteria

The traineeship is open to applicants who have not previously undertaken a traineeship at the GSA and who meet the following requirements:

#### A. Admission criteria

- Nationality of any Member State of the European Union or Norway
- A recognised post-secondary or higher education degree (undergraduate or university education or equivalent), evidencing completion of a full cycle of study, or in the case of candidates who are at the end of their studies, an official attestation from their school or university stating the marks obtained
- Have an initial experience or specific expertise that is found of interest by of the Agency in one of the areas of work, obtained either through specialisation as part of the applicant’s studies, a dissertation or other research project conducted as part of their studies or through professional experience or a previous traineeship or otherwise

- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the European Union; one of these languages must be the working language of the Agency (English)
- A clean criminal record

## **B. Selection criteria**

- Motivation
- Experience of public and business administration, and/or engineering and/or exact sciences, and/or of any other relevant areas
- Knowledge (by training or experience) of secretariat and project control tasks
- Technical skills in the area of GNSS are an asset
- Good knowledge of IT applications (Word, Excel, PPT and any other is an asset)
- Knowledge of one or more EU languages in addition to English is an advantage

## **3. Application Procedure**

Candidates must submit their application electronically. The application must be composed of a duly signed **CV in Europass format<sup>1</sup>** (in English) **and a motivation letter** (maximum one page).

Candidates are requested to send their application in English, the working language of the GSA.

Applications must be sent to [jobs@gsa.europa.eu](mailto:jobs@gsa.europa.eu) and received by **28<sup>th</sup> February 2019 at 11:59 am (Prague Local Time)** and the subject title of the email should include **“SURNAME Name PCQ Traineeship”**.

Only complete applications containing the above mentioned documents and sent within the deadline will be taken into consideration.

Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

GSA applies equal opportunities and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

## **4. Selection procedure**

The department's evaluators will assess the admissible applications and select those best matching the selection criteria required for this traineeship. The best admissible candidates may be invited for a phone/video interview which may include other appropriate testing.

Engagement for a traineeship will be decided by the Agency's Executive Director on the basis of a list of suitable candidates proposed by the evaluators. The established list may be used for other similar traineeships depending on the Agency's needs.

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<sup>1</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

All applicants will be informed about the outcome of their application. If an application is unsuccessful, candidates may re-apply to future vacancies for which they satisfy the criteria.

Applicants have the right to file a complaint to the European Ombudsman<sup>2</sup> or send an application to the General Court of the European Union<sup>3</sup>, should they consider they have been adversely affected by a particular decision.

If at any stage during the procedure it is discovered that any of the information a candidate has provided is incorrect, the candidate in question will be disqualified.

## 5. Conditions of the traineeship

Trainees receive a monthly grant for full-time traineeship of €1,000.00<sup>4</sup>. If the traineeship is part-time, the grant will be proportionate.

Trainees may also be entitled to the reimbursement of their travel expenses from/to their place of origin.

Trainees shall be responsible for organising their own sickness insurance against health risks and their own accident insurance.

Before the start of the traineeship, the candidate will be required to provide the following documents:

- proof of nationality
- diplomas or academic qualifications needed to prove s/he satisfies the admission criteria
- an excerpt from police records
- a medical certificate confirming that s/he is fit for work and free of any contagious diseases
- documents showing that the trainee has public or private cover for accident insurance and sickness insurance against health risks for the entire duration of the traineeship period
- a statement indicating whether the trainee is in receipt of a grant or other subsistence allowance from another source and if so, the amount of these grants or allowances

For further information on rights and obligation related to traineeships, please refer to the *Decision of The Executive Director on the Rules governing the Traineeship Scheme of the European GNSS Agency*<sup>5</sup>.

## 6. Data Protection

The purpose of processing of the data submitted by candidates is to manage each application in view of selection and recruitment as a trainee at the GSA. The personal information requested from applicants will be processed in line with Regulation (EU) N° 2018/1725<sup>6</sup> of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the

<sup>2</sup> <http://www.ombudsman.europa.eu>

<sup>3</sup> [http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/)

<sup>4</sup> The official European Commission rates will automatically apply for grants paid in non-Euro accounts. All bank charges for incoming payments shall be carried by the trainee.

<sup>5</sup> [GSA/H R/2018/238415.](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725)

<sup>6</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

processing of personal data by the Union institutions, bodies, officers and agencies and on the free movement of such data (repealing Regulation (EC) N° 45/2001 and Decision N° 1247/2002/EC).