

The European GNSS Agency (GSA) provides university students and graduates with a unique and first-hand experience of the workings of the GSA, in particular, and of the EU institutions in general.

“ICT Department Traineeship”

1. Description of the traineeship

The European GNSS Agency (GSA) announces a traineeship opportunity for students and graduates in Europe. The traineeship shall aim principally to aid in supporting the daily activities of the IT Administration Team, IT Operations, IT Procurement and IT Logistics within the ICT department.

The traineeship shall be based at the GSA headquarters in Prague 7, Janovskeho 438/2, Czech Republic and shall last preferably from **01 February 2016 to 31 July 2016**.

The traineeship contract shall 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; however the GSA reserves the right to conclude individual contracts according to which the traineeship commencement/end will deviate from the above dates specified.

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

- Daily operation support
 - o Receiving and answering calls and e-mails, situation assessment, taking actions independently or by consulting the supervisor
 - o Attending meetings
 - o Handling service request tickets issued to IT Project Administrators (PA) Team
 - o Assisting in the time management and tasks of the IT PA team
 - o Supporting the IT procurement procedures as necessary
 - o Supporting the IT inventory management as necessary
- Project administration support
 - o Project database maintenance
 - o Project documentation maintenance
 - o Project reporting
- Assisting in forming strategies and procedures related to the IT projects

The trainee(s) will work with the following technologies:

- SharePoint 2010/2013
- Microsoft Lync 2013
- Microsoft Visio
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

- Microsoft Project

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 and Norway;
- Possess or pursue a recognised post-secondary or higher education degree (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 university or school stating the marks obtained;
- Some initial experience in one of the areas of work of the Agency 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;
- Thorough knowledge of English, both spoken and written and a satisfactory knowledge of another language of the European Union;
- A clean criminal record.

B. Selection criteria

- University degree, or currently studying: Project management, Information system management, Computer sciences or related areas;
- Experience relevant to the area of the subject of the traineeship (ICT, IT technologies, project administration, project management, etc.);
- Computer literacy and good typing skills;
- Ability to work under pressure and adapt to changing environment;
- Good communication skills;
- Good time management skills;
- Ability to work in a team.

3. Application Procedure

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

Applications must be sent to jobs@gsa.europa.eu by **11 January 2016 at 23:59**² and the subject title noted by applicants should include "**SURNAME Name ICT Traineeship**".

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

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

² 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.

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

Eligible candidates meeting the admission criteria shall be selected on the basis of their application. The ICT Department shall assess the eligible applications and select those best matching the selection criteria and the profile required for this traineeship. On this basis, the best admissible candidates may be invited for an interview which may include other appropriate testing. Candidates will be contacted by phone and will be sent the invitation by email. Travel expenses to interviews will not be reimbursed by the Agency.

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

- proof of nationality;
- diplomas, academic qualifications, employment certificates, professional references, etc. 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.

4. Conditions of the traineeship

The traineeship is awarded by a monthly grant for full-time traineeship equivalent to € 1.000,00³.

If the traineeship is part-time, the grant shall be proportionate. Trainees shall be responsible for organizing their own sickness insurance against health risks and their own accident insurance.

For detailed information about 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*⁴.

5. 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 (EC) N°45/2001 of the European Parliament and of the Council of 18th December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

³ 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.

⁴ [GSA/H R/2015/2 11965](#).