



## EUI REMUNERATED TRAINEESHIP OPPORTUNITY

1 TRAINEESHIP POSITION AVAILABLE within the Human Resources Service.

The [Human Resources Service](#) of the [European University Institute](#) based in Florence, Italy, is looking for a people-oriented trainee for a maximum period of 12 months.

The position provides a job placement in the HR services and involves the implementation of efficient, qualitative and timely administration of HR related activities. As well, the trainee will be associated in mid and long term HR projects related to Learning & Development, Competencies Management, Workforce Planning and Internal Communication.

### Specific competencies:

- Strategic mind-set and 'out of the box' approach
- (Theoretical) knowledge of HR practices and trends
- Strong organizational, prioritizing, problem-solving skills
- High standard of spoken and written English
- Good command of MS Office applications

### Inter-personal competencies:

- Service-oriented attitude, high sense of confidentiality, and discretion in handling sensitive information and data
- Strong inter-personal and communication qualities within a multinational context

### Type and Duration:

- Up to maximum 12 months, the first 3 months of which constitute a trial period
- Full time (Monday to Friday)
- Start of the traineeship: March 2018

### Conditions for Eligibility:

Candidates must:

A) Be nationals of a European Union member state, or of a candidate country which benefits from a pre-accession strategy;

AND

B) Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR

C) Be involved in a vocational training programme; OR

D) Have obtained the above (B or C) qualification, no longer than 18 months prior to the beginning of the traineeship;

All rules governing the traineeship refer to the President's Decision no.39/2013

**IMPORTANT: please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.**

Benefits:

- Maintenance grant of 1.315 Euros per month;
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops.

To apply:

Use the dedicated form that can be found here: <http://apps.eui.eu/CS/External/stagiaires.jsp>

Please tick the "General Administration" box.

**Deadline for applications: 15<sup>st</sup> February 2018**

For more information on traineeships please visit the EUI webpage:

<https://www.eui.eu/About/JobOpportunities/Traineeships>

Should you have difficulties in sending your application, please send an email to the following e-mail address: [Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

Human Resources Service

**European University Institute**

Via delle Fontanelle 19

50014 San Domenico di Fiesole (FI)

Italy