



Clean Sky JU traineeship programme
Support to Communications activities.

Brussels, 12/2/2013

The Clean Sky JU has a traineeship programme. The programme gives trainees an understanding of the Joint Undertaking and its role within the activities of the European Union, enables them to acquire practical knowledge of the Joint Undertaking and its regulatory framework and to obtain professional experience in the course of their work.

The aim of the training within Clean Sky JU is to provide young university graduates with a working experience within an international organisation.

Clean Sky JU wishes to host a trainee for 6 to 12 months to support the Communications activities

The trainee will have an opportunity to

- Work in a multicultural and multilingual environment, contributing to the development of mutual understanding, trust and tolerance.
- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence.
- Experience the professional life and its constraints, duties and opportunities.
- Acquire practical experience and knowledge of the day-to-day work of an EU organisation in an international environment

Clean Sky JU, through its official traineeships scheme wishes to benefit from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, enriching the everyday work.

Detailed rules for the traineeship programme are:

1. The candidates must:

- Be nationals of one of the Member States of the EU and enjoy full rights as citizens
- Have a very good command of written and spoken English.
- Demonstrate a good knowledge of Windows tools such as Word, Power Point, Excel, web based systems.
- Have achieved the study level specified in the vacancy. Candidates must provide copies of the diplomas or other relevant certificates.

Functions and responsibilities of the trainee

Functions will depend on the available places within the JU.

Each trainee will have an adviser within the JU, who may be responsible for one trainee only per training period. The adviser must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor.

2. Conditions

All trainees are awarded a monthly living allowance €1071,19 per month.

Where justified, disabled trainees may receive a supplement to their living allowance of up to a maximum of 50% of the living allowance.

Any trainee who terminates his/her traineeship early will be required to reimburse that part of the living allowance which he/she may have received, relating to the period after the termination date.

3. The application process

Submission

The placements are for periods of 6 to a maximum of 12 months.

Interested candidates should send a motivation letter in English together with their CV in EU format (<http://europass.cedefop.europa.eu>) and a copy of their studies certificate by e-mail to **recruitment@cleansky.eu** within the period indicated in the respective traineeship vacancy notice. Please specify also the first availability date to start the traineeship.

Applications postmarked after the closing date will be rejected automatically. Applicants must provide all the justification documents required together with their application. No additional documents or justifications will be accepted after reception of the application.

Eligibility check

The applications' eligibility will be done on the basis of the criteria established at point 1.

Clean Sky JU reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the Website before the start of the opening of the application period.

The eligibility check will be done by the Clean Sky JU, Human Resources Unit and the adviser who will follow the trainee.

Final selection procedure

Taking into consideration the existing conditions (small size of Clean Sky JU, absorption capacity, results of the evaluations carried out, etc.) and the budget availability, the Clean Sky JU determines annually the number of trainees per year, and can amend it if necessary.

Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Clean Sky JU in writing. In such case, they are excluded from any further stage of the process.

4. Recruitment procedure

Trainees may not be recruited to any sector where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

Applicants can only be offered a single contract for a given training period. Applicants who decline a contract offer will be excluded from the on-going procedure. They may re-apply for a subsequent training period by submitting a fresh application, together with all supporting documents.

Recruited trainees are obliged to provide any forms and certificates required by the Clean Sky JU at the time of their recruitment.

5. Rights and Duties of trainees

Traineeships may be proposed by the Clean Sky JU at any time of the year.

Training periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the training period.

Early Termination of contract

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to the Clean Sky JU, Human Resources Unit for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via his/her adviser and the training co-ordinator. Trainees may only terminate their contract on the 1st and 16th of the month.

Future Employment

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Institutions, nor does it entail any right or priority with regard to an appointment in the services of the Clean Sky JU.

Holidays

Trainees should keep the same hours of work and have the same official public holidays, if they fall during their traineeship, as Clean Sky JU employees.

Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked counted from the first day of the month. Days of leave not taken are not paid in lieu.

Leave requests should respect the needs of the Human Resources Unit. They must first be approved by the adviser and then checked and approved by the person responsible for holidays within the Clean Sky JU.

Absence in case of sickness

In case of sickness, trainees must notify their advisers immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the Human Resources Unit. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

Absence without Leave

When trainees are absent without justification or without notifying their adviser and Human Resources Unit, the days of absence are automatically deducted from the trainee's leave entitlement.

Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever,

disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their training. The Clean Sky JU reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, press, 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. If a conflict of interest should arise during their assignment, trainees should immediately report this to their adviser, in writing.

Sanctions and disciplinary measures

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the adviser and the Human Resources Unit, may at any moment decide to terminate the traineeship.

Incapacity of Performance

Clean Sky JU following a justified request by the adviser and approved by the Human Resources Unit, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

6. Insurance

Sickness Insurance

Sickness insurance is compulsory.

The CSJU does not cover sickness insurance nor accident insurance and trainees must take out such insurance prior to the start date of their traineeship in CS JU.

Proof of this insurance must be presented to the Human Resources Unit one week before the start of the stage period.

7. The Travel Allowance

Recruited trainees may receive a travel allowance, subject to budget availability.

Against submission of travel proofs, full reimbursement of one trip (train ticket or airplane ticket) to take up duty and one trip at the end of the service.

Travel allowances are paid at the end of the training. For more details, please see Annex II

Minimum qualifying period – distance

The trainee must complete a minimum of Traineeships Office a 3 months of the training period to qualify for the travel allowance. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

8. Fiscal Arrangements

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the payment of any taxes due on Commission grants by virtue of the laws in force in the State concerned. On demand of the trainee, the Human Resources Unit will provide a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

9. Training reports

Trainees must complete the evaluation reports requested by the Head of Human Resources at the end of their traineeship.

10. Protection of personal data

The Clean Sky JU will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 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. This applies in particular to the confidentiality and security of such data. (Official Journal of the European Communities L 8 of 12.01.2001).

At the end of the traineeship period, the The Clean Sky JU will keep for 3 years the personal file of the trainee for the purpose of avoiding double stage. It will also keep financial data about the grant amount for the purpose of possible future requests for financial certificates. Any supporting documents concerning payments made during the traineeships period will be kept in conformity with the Financial Regulation.

As for the other applications, the Clean Sky JU will keep all the applications for a period of 3 years.

Annex I Travel Allowances

Entitlement

- Permanent address (i.e. as indicated in the application) must be more than 50 km from the place of appointment.
- Journey should be as direct as possible.
- Travelling must be within 1 month before and 1 month after the traineeship period.

Travel documents to be provided

- **Train:** original ticket + proof of payment if price is not on the ticket.
- **Bus:** original ticket + proof of payment if price is not on the ticket.
- **Plane:** original ticket (or e-ticket)+ proof of payment + original boarding pass.
- **Car travel:** originals of petrol tickets of the trip + copy of car insurance.

You can submit:

a) one way ticket

- price will be multiplied by 2 up to the ceiling.

b) two way ticket

- full reimbursement up to the ceiling.

c) car travel

- amount paid = distance X rate.

Not accepted for reimbursement:

- 1st or business class travel;
- Excess baggage charges;
- Taxi fares;
- Taxes other than airport taxes;
- Cancellation / travel insurance.

Calculation of the maximum amount of reimbursement (**ceiling**)

Km distance between the permanent address and the place of appointment (Brussels) ='distance'.
The **ceiling** is then established as follows: '**distance**' x rate.

Rates:

- 0 - 49 km = 0€
- 50km-499km = 0.40€/km
- 500 km - 999 km = 0.35 €/km
- 1000 km - 1999 km = 0.30 €/km
- 2000 km - 2999 km = 0.25 €/km
- over 3000 km = 0.28 €/km

Annex II

Traineeship as support in Communication

Description of tasks

Clean Sky Joint Undertaking

Title of Function

Trainee in the Communication Office at the Clean Sky Joint Undertaking

Functions and responsibilities

- Create a media database (pictures and videos) with Clean Sky (CS) media material
- Assist in coordinating PR and media work (create press reviews, maintain the press database, etc.)
- Update the data base of policy-makers contacts
- Maintain and update the CS website and intranet content
- Contribute to and support the creation of CS publications
- Participate in and support CS presence in exhibitions and other relevant public events
- Provide administrative and organisational support related to ongoing and newly established projects

Education

University degree or Secondary School accomplished studies OR attendance of last year studies in the field related to the tasks (Communication)

Languages

- Very good command of written and spoken English.

General knowledge

- Excellent knowledge of Windows tools such as Word, Power Point, Excel, web based systems
- Working knowledge of graphic programs such as InDesign and Illustrator would be an asset
- EU citizen

How to apply:

The placements are for periods of 6 to a maximum of 12 months.

Interested candidates should send a motivation letter in English together with their CV in EU format (<http://europass.cedefop.europa.eu>) and a scanned copy of their studies certificate by e-mail specifying ADMIN in the title of the e-mail to:

recruitment@cleansky.eu

**Applications will be accepted
from 12/2/2013 to 26/2/2013 noon (12 am)**

Please specify the first availability date to start the traineeship.