



BIO-BASED INDUSTRIES JOINT UNDERTAKING TRAINEESHIP PROGRAMME SUPPORT TO THE COMMUNICATION TEAM

The Bio-based Industries Joint Undertaking (BBI JU) programme gives trainees an understanding of the BBI JU and its role within the activities of the European Union, enables them to acquire practical knowledge of the BBI JU and its regulatory framework and to obtain a relevant professional experience.

Detailed rules can be found on the [BBI JU website](#).

The trainee will have an opportunity to:

- Work in a multicultural and multilingual environment.
- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence.
- Experience professional life and its opportunities, duties and constraints.
- Acquire practical experience and knowledge of the day-to-day work of an EU organisation in an international environment.
- The placement is for a maximum period of 6 months.

The BBI JU wishes to host a trainee to support the Communication Team.

FUNCTIONS AND RESPONSIBILITIES OF THE TRAINEE:

- Support in creating and maintaining the BBI JU press book and support in the maintenance of contact databases (press, stakeholders, etc);
- Assist with BBI JU's bio-related products collection;
- Contribute to the preparation and drafting of communication related materials (press releases, publication materials, e-newsletters, Intranet and public website content and social media posts);
- Assist with the graphic design and layout elements of BBI JU communications materials and liaise with suppliers for the production elements;
- Assist in organising events;
- Support in drafting summaries, notes and briefings;
- Secretarial duties, managing agenda, making appointments, travel arrangements and handling related telephone enquiries;
- Other administrative tasks as required.



REQUIREMENTS:

- Candidates have to be nationals of the Member States of the European Union;
- Candidates must have obtained a university degree and have obtained a degree or its equivalent by the closing date for applications. Candidates must provide copies of the diplomas or other relevant certificates;
- Graduated in Communication, EU affairs, journalism & PR, international relations;
- A very good command of oral and written English and one or more other official Union languages;
- Ability to manage priorities, to work under pressure and to meet tight deadlines;
- Proficiency in MS Office, in particular, Word processing, Excel spreadsheets, Outlook, PowerPoint;
- Excellent writing skills and proven experience in communications;
- Attention to detail and ability to multi-task;
- Good interpersonal and communication skills;
- Traineeships are open to applicants who have not previously undertaken a traineeship in a Joint Undertaking;
- Applications will not be accepted from candidates who, for more than 6 weeks:
 - have already benefited or benefit from any kind of in-service training (formal or informal, paid or unpaid) within a European institution or body, or
 - who have had or have any kind of employment within a European institution or body, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

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

GRANT:

The BBI JU pays a monthly grant of **EUR 1,196.84** net per month and will pay a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence, which is normally the address provided for correspondence. It is recommended to read carefully the detailed rules applicable.

HOW TO APPLY:

Interested candidates should send a motivation letter in English together with their CV preferably in the European CV format (see <http://europass.cedefop.europa.eu>) and a copy of their university degree by e-mail to Recruitment@BBI.europa.eu at the latest by Monday **25 February 2019 23:59 CET** (Central European /Brussels time).

INDICATIVE TIMING:

For service requirements trainees should be available at very short notice.



Privacy statement

Recruitment of Trainees at the Bio-based Industries Joint Undertaking

1. Context and Controller

The trainee applications processed by the BBI JU contain all the information required to commence, process and finalise the trainee recruitment procedure.

As a body responsible for the recruitment of trainees, BBI JU ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Processing operations are under the responsibility of the Data Controller, the BBI JU.

2. What personal information do we collect, for what purpose, under which legal basis and by which technical means?

Types of personal data

- Basic personal data (last name, first name, maiden name, gender, civil status, nationality, date of birth, place and country of birth)
- Data on university studies, professional experience, knowledge of languages
- Data on motivation
- Contact details (permanent address, telephone, e-mail, name, address and phone number of a person to contact in case of emergency, etc.)

Purpose

The purpose of the data collection is:

- to identify all applicants for a traineeship at BBI JU;
- to support all the procedures of traineeship management (recruitment, progress of training, definition of individual rights, placement of trainees, etc.);

The BBI JU will not process the collected data for any other purpose than those described above.

Legal basis

Decision of the Governing Board of BBI Joint Undertaking laying down the Rules on the use of trainees.



Technical means of data processing

The data collection and processing is done using the BBI JU's IT standards and telecommunication infrastructure. The data is stored electronically and access is protected by the management of the access rights. Paper application files are stored in a locked cabinet until their destruction.

3. Who has access to your personal data and to whom is it disclosed?

Individual data is processed by authorised staff solely for the purpose of screening, interviewing and recruiting candidates in accordance with the rules governing traineeship at the BBI JU. Authorised staff from external bodies (Court of Auditors, Internal Audit Service of the European Commission) may also have access to relevant personal data for audit control purposes.

4. How can you access, rectify, block or erase your information?

Access

Regarding an application form, you have by definition the right to input yourself all the requested data. It is your responsibility to make sure all information provided and input is accurate.

In case you wish to access your personal information and verify its accuracy, you can contact the BBI JU Data Protection Officer, Marta Campos at Marta.Campos-Iturralde@BBI.europa.eu. You could also obtain information as to your evaluation results throughout the entire selection process (application/screening/interview stages).

Rectification

If you have submitted your application, you can, if need be, rectify your identification data throughout the entire selection process. Specifically, you can send us changes of your:

- Name(s)
- Civil status
- Contact details

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

Blocking and Erasure

In case you discover that your personal information is not accurate, you have the right to request its immediate blocking from the BBI JU Data Controller at hr@bbi.europa.eu.

Should you have any grounds to consider that BBI JU is processing your personal data unlawfully, you can send us a blocking or an erasure request at the above address. The Data Controller will assess the request and take action within 15 working days following its reception.



You could further request cancellation of your application and deletion of all linked data by making use of the contact information mentioned above. Please note that in this case you will not be permitted to apply again for the same traineeship session.

5. How long do we keep your personal data?

Trainee applications are stored for two years after the application process for a specific intake has been closed. Recruited trainees' files are stored for a period of five years following the traineeship, after which time they are destroyed.

6. Contact information

For any questions related to your rights, feel free to contact the Data Controller at by indicating 'Data Protection' in the subject and explicitly specifying your request.

Any information relating to processing of your personal data is detailed in the register of the Data Protection Officer of the BBI JU, Marta Campos, consultable on request at Marta.Campos-Iturralde@BBI.europa.eu.

7. Recourse

In case of conflict, complaints can be addressed to the European Data Protection Supervisor <http://www.edps.europa.eu>