



## **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 (such press releases, publication materials, e-newsletters, Intranet);
- 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;
- Assist with the preparation of social media content and website updates;
- Assist with the BBI JU website revamp;
- 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;
- Knowledge of graphic applications, such as Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Adobe InDesign;
- 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 1,196.83** 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 applicable rules.

#### **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](mailto:Recruitment@BBI.europa.eu) at the latest by Monday **27 January 2020, 23:59 CET** (Central European /Brussels time).

#### **INDICATIVE TIMING:**

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