



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 here: https://www.bbi-europe.eu/sites/default/files/documents/bbi-gb-decision-rules-governing-the-traineeship-scheme_en.pdf.

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;
- Assist with BBI JU's bio-related products collection;
- Contribute to the preparation and drafting of communication related materials (press releases, publication materials and social media posts);
- Assist in organizing 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 is 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 1,159.44** 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 Wednesday **26 March 2018 23:59 CET** (Central European /Brussels time).

INDICATIVE TIMING:

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



PROTECTION OF PERSONAL DATA

The BBI JU will ensure the 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 Union 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 Community L8 of 12.01.2001). The purpose of processing of the personal data candidates submit is to manage applications in view of a possible traineeship at BBI JU.

At the end of the traineeship period, the BBI JU will keep for 2 years the personal file of the trainee. 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.

The BBI JU will keep all the applications for a period of 2 years.