

ELA TRAINEESHIP PROGRAMME 2022/2023

CALL FOR APPLICATIONS FOR THE TRAINEESHIP PROGRAMME AT THE EUROPEAN LABOUR AUTHORITY (ELA)

The European Labour Authority

The European Labour Authority is a decentralized agency of the European Union, established in 2019 and based in Bratislava (Slovakia).

The aim of ELA is to help to ensure that EU rules on labour mobility and social security coordination are enforced in a fair, simple, and effective way, and make it easier for citizens and businesses to reap the benefits of the internal market. Further information on our activities can be found on our [website](#).

The Authority is organizing a selection procedure for the traineeship programme 2022/2023. The traineeships will be based in the Bratislava Office.

1. TRAINEESHIP DESCRIPTION

The interested candidates can apply for the following Units and traineeship profiles:

- **Enforcement and Analysis Unit**
 - Profile 1 - Concerted and Joint Inspections
 - Profile 2 - Tackling Undeclared work
 - Profile 3 - Analyses and Risk Assessment (LMARA)

- **Cooperation Support Unit**
 - Profile 1 - Cooperation and NLOs Office (IT background)
 - Profile 2 - Mediation / Capacity Building (Legal/policy background)

- **Information and EURES Unit**
 - Profile 1 - Information and Services
 - Profile 2 - EURES

- **Governance and Coordination Unit**
 - Profile 1 - Governance and Outreach
 - Profile 2 - Compliance (Legal background)
 - Profile 3 - Communication (Videography/photography background)
 - Profile 4 - Communication (Social/digital media background)

- **Resources Unit**
 - Profile 1 - Human Resources
 - Profile 2 - Finance, Budget and Procurement
 - Profile 3 - ICT and Facilities (IT background)

For more information please refer to the ELA Unit descriptions.

2. GENERAL PROVISIONS

The ELA traineeship programme is addressed to university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at ELA are:

- To provide trainees an understanding of the objectives and activities of ELA.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of ELA Units and sectors.
- To provide the opportunity to work in a diverse, multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
- To enable trainees to put into practice knowledge acquired during their studies and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

For detailed information on the ELA traineeship programme, applicants are advised to read carefully the Rules Governing the Traineeship Programme at ELA.

3. ORGANISATION OF THE TRAINEESHIP PROGRAMME

The traineeship may last minimum of 6 and maximum of 12 months. Traineeship agreements are initially offered for a period of six months with the option for extension, upon justification by the Head of Unit and budget availability.

Traineeships are planned to begin on the 1st or the 16th of October 2022.

4. ELIGIBILITY CRITERIA

To be considered eligible, trainees must satisfy all of the following requirements on the closing date for submission of applications.

- Nationality: be a national of one of the Member States of the European Union;
- University diploma: candidates must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for applications;
- Languages: in order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately, applicants must have very good knowledge of at least two official languages of the European Union¹, of which one must be English, as English is the main working language within ELA.

¹ Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR)

<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

5. APPLICATION PROCEDURE

Candidates must submit their application electronically. You must apply through the EU CV Online system² via this [link](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces):

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces

Each traineeship profile has its own submission process in EU CV Online. Candidates are responsible for submitting their application to the right profile. Candidates may apply for a traineeship in one or more units/profiles.

Candidates are requested to submit their application (CV and motivation letter) in English. Applications not submitted in English will be excluded from the selection procedure.

Applications must be submitted by not later than 23rd of May 2022 at 12:00 (midday, Bratislava time).

Candidates will be eliminated if:

- They do not submit their application (EU-CV and motivation letter via EU CV Online System) before the deadline (23rd of May 2022 at 12:00 CET).
- They do not meet the eligibility criteria.

6. SELECTION PROCEDURE

Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria (see section 4).

ELA makes its selection of trainees on the basis of the applications received as per this traineeship call. Successful candidates are selected on the basis of the educational background, qualifications, competences and motivation. The selection procedure aims to keep, to the best possible level, a diverse pool of shortlisted candidates.

In the course of the selection, shortlisted candidates may be contacted for a phone or video interview in order to check their availability, language skills, and to discuss reciprocal expectations. They may as well be requested to provide further information or documents as part of the selection procedure.

Traineeship offers, through a letter from Human Resources, are decided by ELA's Executive Director on the basis of a list of the most suitable candidates proposed by the concerned Head of Unit. This list may be used for other traineeships depending on the needs of the Agency.

7. REQUIREMENTS PRIOR TO THE START

Successful candidates receiving and accepting the traineeship offer need to provide supporting documents and certificates required by Human Resources within the indicated deadline.

² EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

Candidates are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.

Before the commencement of the traineeship, they are required to provide the following documents, in addition to the two copies of the traineeship agreement duly signed:

- A proof of nationality;
- A photocopy of all diplomas, academic qualifications/ degrees obtained;
- A photocopy of employment certificates, if applicable;
- An excerpt from the police record indicating good conduct;
- A medical certificate confirming that s/he is “fit to work”;
- A photocopy of health and accident insurance for the duration of the traineeship (EU insurance card is a common use). Sickness and accident insurance is mandatory. Trainees are responsible for organizing their own insurance against accidents along with health cover and any insurance required for themselves and family members (where applicable) for the duration of their traineeship.

8. BASIC ALLOWANCE AND REIMBURSEMENT

Trainees are awarded a monthly allowance of 25% of the basic remuneration of a temporary agent at grade AD 5/1. For example, currently, a trainee allowance is at **1,252.68 EUR/month**.

Trainees whose address (as indicated in their application form) at the beginning of the traineeship is more than 50 km from the place of traineeship are entitled to a reimbursement of the travel expenses incurred at the beginning and end of the traineeship.

9. EQUAL OPPORTUNITIES

ELA is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in a traineeship position. ELA ensures that its selection procedures do not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

10. DATA PROTECTION

The processing of personal data by the Authority is governed 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, exclusively for the purpose of selection of trainees (For more information, please refer to the ELA Privacy Statement on selection and recruitment procedures).



ENFORCEMENT AND ANALYSIS UNIT (ENF)

The ENFORCEMENT AND ANALYSIS (ENF) Unit is responsible for the Authority's work on coordinating and supporting concerted and joint inspections, carrying out analyses and risk assessment on issues of cross-border labour mobility, social security coordination, and supporting the Member States in tackling undeclared work. The Unit is structured in three areas with the following main objectives:

Concerted and Joint Inspections

- Coordinate the planning, carrying out and following-up of cross-border inspections in close cooperation with the Member States;
- Support the work of Member States and other relevant stakeholders on cross-border labour inspections by developing tools and procedures and by providing methodological, legal expertise and logistical support;
- Handle requests for inspections and cases submitted by Member States and social partner organisations at national level;
- Suggest to the Member States to carry out a concerted or joint inspection;
- Coordinate the activities of the Working Group on Inspections composed of experts in the field of inspections appointed by Member States, Union level cross-industry Social Partners, the European Commission and the European Parliament;
- Cooperate with the European Commission, other stakeholders and institutional actors in the field of inspections;
- Contribute with its expertise to the development of capacity building and communication activities in the area of inspections

Tackling Undeclared work

- Enhance cooperation between Member States' relevant authorities and other actors involved, including through facilitation of information exchange, in order to tackle more efficiently and effectively undeclared work in its various forms and falsely declared work associated with it;
- Improve the capacity of Member States' different relevant authorities and actors to tackle undeclared work regarding its cross-border aspects;
- Increase public awareness of issues relating to undeclared work and of the urgent need for appropriate action as well as encourage Member States to step up their efforts to tackle undeclared work;
- Improve the knowledge of undeclared work, including causes, regional differences and cross-border aspects thereof;
- Establish tools for efficient sharing of information and experiences;
- Develop a peer-learning programme for the identification of good practices in all areas relevant for tackling undeclared work.

Analyses and Risk Assessment (LMARA)

- Assess risks and carry out analyses regarding labour mobility and social security coordination across the Union, in cooperation with Member States and, where appropriate, the social partners, to keep track of emerging trends, challenges or loopholes with a view to outlining possible measures to address identified weaknesses;

- Gather research and information and provide analytical basis for the work of the Authority, and inform activities on all areas under ELA's responsibility;
- Cooperate with the European Commission, Member States and other EU agencies and stakeholders to gather and exchange information and data to promote synergy of action and avoid duplication or unnecessary overlaps;
- Promote risk assessment systems at national level and facilitate mutual data exchange between the Member States
- Organise peer reviews on selected topics of interest for cross-border labour mobility policy and social security coordination within the Union.



COOPERATION SUPPORT UNIT (COP)

The COOPERATION SUPPORT (COP) Unit is a policy unit responsible for the Authority's cooperation and exchange of information between Member States, liaison with Member States authorities, mediation and capacity building activities. The Unit is structured in three areas with the following objectives:

Cooperation and NLOs Office

- Facilitate the cooperation and exchange of information between Member States and supporting their compliance with cooperation obligations;
- Management and administration of liaison functions (NLOs), in close cooperation with other units in executing ELA's tasks and requirements; Ensuring links with other national liaison offices, bodies, and contact points established under Union law; facilitating the follow-up to requests and information exchanges between Member States;
- Disseminate best practices, support to cross-border enforcement of fines;
- Provide information to Member States on the effective application of EU law within the legal scope of the ELA Regulation;
- Promote the use of electronic tools and procedures, electronic exchange mechanisms and databases for an effective and efficient cross-border cooperation, and reporting to the Commission on the development of such mechanisms and databases.

Mediation

- Set-up and maintain the necessary structure which enables the mediation procedure to function efficiently and effectively, including the appointment of mediators and the panels of the Mediation Board;
- Implement the rules of procedures and working arrangements;
- Ensure the quality of mediation, monitoring and following-up with the Member States that were party to a dispute on the measures taken for following up non-binding opinions agreed during the mediation procedure;
- Keep records of disputes referred for mediation, and their outcome, and prepare any necessary actions as provided for in the rules of procedures and working arrangements;
- Maintain close cooperation with the Administrative Commission on the coordination of social security systems and other stakeholders involved in the mediation process;
- Carry out information and communication activities in relation to mediation;
- Comply with the monitoring, evaluation, and reporting obligations in relation to mediation.

Capacity Building

- Support Member States with capacity building efforts aimed at promoting the effective application and enforcement of EU law within the scope of the ELA Regulation;
- Facilitate the development of non-binding guidelines, promote mutual assistance including staff exchanges and secondments, provide sectoral and cross-sectoral training programmes including relevant training material, and engage in awareness raising campaigns;

- Contribute to the design and development of ELA's horizontal capacity building strategy, assisting all operational areas in the design, delivery, and follow-up of capacity building initiatives, and generating a pool of good practice examples related to capacity building;
- Set-up and manage the ELA Capacity Building Centre, offering capacity building and learning opportunities to ELA's stakeholders in the area of cross-border mobility, as well as fostering good practice exchanges.
- Map existing structures at international, EU and national level and explore the creation of synergies by learning from and cooperating with external partners;
- Carry out stakeholder mapping exercises of potential target groups at national level aimed at promoting the correct implementation of EU law within the scope of ELA Regulation;
- Ensure a high-quality learning offer, engaging participants in learning communities, fostering networks of experts in the short, medium and long-term.



INFORMATION AND EURES UNIT (INE)

The **INFORMATION AND EURES (INE)** Unit is responsible for the Authority's Information and EURES activities. The Unit is structured in these two areas with the following objectives:

Information and Services

- Facilitate access to information for individuals and employers on labour mobility, such as related to their rights and entitlements;
- Cooperate with the European Commission in the provision of information on labour mobility through EU websites, and in the dissemination of information on EU-level services (e.g. Your Europe Advice, SOLVIT);
- Support Member States in their information and service provision towards citizens, workers and employers, including for specific types of mobility or economic sectors;
- Facilitate cooperation between the Bodies for Free Movement of Workers by engaging in common activities.

The Information trainee(s) will contribute to background material for meetings or events, for example dealing with the identification of challenges in the provision of information to citizens, workers and employers. Furthermore, they will be involved in activities to improve, in cooperation with EU and national stakeholders, existing information material (online and offline) and to facilitate exchange of good practices in information provision among Member States. The trainee(s) will also contribute to the design of information and awareness raising campaigns on rights and obligations of mobile workers and their employers.

EURES

- Manage the EURES European Coordination Office (ECO) supporting the countries participating in the EURES network in planning and implementing their provision of information and employment support services to jobseekers and employers;
- Provide training to the EURES network, and support European Online Job Days;
- Implement effective communication of EURES activities through the coordination of the EURES News and Information Bureau and EURES communication network;
- Develop a knowledge base on the European labour mobility issues, such as analysis of shortage and surplus occupations, labour market information and living and working conditions in the participating countries;
- Identify the business needs for the EURES portal, and maintain systems and procedures for the exchange of jobs vacancies, job applications, CVs and supporting documents.

The EURES trainee(s) will mainly work on the EURES communication activities. In close cooperation with the EURES and ELA Communication Officers, they will contribute to disseminating information about the network to job seekers and employers, and among the EURES staff. This includes, amongst others, the coordination of social media and other articles, the administration of newsletters or the preparation and implementation of EURES communication campaigns.

GOVERNANCE AND COORDINATION UNIT (GAC)

The **GOVERNANCE AND COORDINATION (GAC)** Unit is responsible for the Authority's governance, strategic planning and policy coordination, external relations and outreach to stakeholders, legal and communication activities. The Unit is structured around the following three functions:

Governance and Outreach

- Secretariat to the ELA management structures (Management Board, Stakeholder Group and Executive Director)
- Strategic planning and policy coordination
- Coordination of horizontal projects and activities
- Multiannual and annual planning, monitoring and reporting of ELA activities
- Coordinate cooperation and relations with EU institutions, EU agencies and other bodies
- Coordination of outreach and engagement with social partners
- Internal governance and procedures

The Governance and Outreach trainee(s) will support the governance team in internal coordination and monitoring of ongoing activities. The trainee(s) will also support the secretariat function to ELA governing bodies.

Compliance

- Legal advice on ELA operational activities
- Ensuring compliance of the Authority with applicable legal framework;
- Internal control system and coordination of audit activities
- Document management policy and oversight on implementation

The Compliance trainee(s) will support the legal officer in case law research in all relevant areas of the ELA mandate and support the research and analysis of legal queries in relation to ELA's administrative and operational activities.

Communication

- Media/press relations
- ELA communication strategy and communication framework
- ELA publication and communication activities via number of channels (website, social media etc.)
- Preparation and coordination of EU wide awareness raising campaign on labour mobility
- Preparation of communication written, audio and video content

The Videography/photography trainee(s) will support and practice in real life setting photographing/videographing during meetings/events, editing video/photo, storytelling and creating materials for communication purposes (DSLR system camera, AdobeCC).

The Social/digital media trainee(s) will support social media posting, analytics, reporting and website updating using a CMS, preparation of dynamic posts for digital use (Canva, Adobe CC).



RESOURCES UNIT (RES)

The RESOURCES (RES) Unit is responsible for the Authority's resources enabling its effective functioning. The Unit is structured as follows:

Human Resources

- Human Resources development and management;
- Organisational design and development, e.g. the Authority's internal structures, work environment, culture, employee engagement, diversity & inclusion, conduct, social dialogue;
- Workforce planning, selection procedures, recruitment, integration and exit of staff;
- HR administration, rights and entitlements, leave management, working conditions;
- HR rules, regulations, processes and procedures;
- Learning and development, team building and social activities;
- Performance and talent management;
- HR systems, files, database, HR analytics-metrics, etc.;
- HR coordination of SNEs and NLOs;
- Coordination and advice on HR policies, strategies, change management, organisation of work, etc.;
- Liaison with HR networks, EUAN, PMO, medical service and HR counterparts in other institutions.

Finance, Budget and Procurement

- Financial, budget and procurement sound management;
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- Development and management of financial rules, procedures and processes;
- Statement of estimates of revenue and expenditure as part of the Authority's single programming document, and implementing its budget;
- Planning and monitoring of the Authority's budget and procurement and follow up of their implementation, including regular reporting;
- Development of related tools and procedures, including guidelines, templates, checklists, filing, etc.;
- Training, advice and support on general procurement issues to ELA staff;
- Implementation of financial transactions;
- Compliance with relevant regulations, financial rules, procedures, internal rules on budget implementation, internal control statutory/regulatory requirements, keeping records up-to-date;
- Liaison with counterparts in other institutions.

ICT and Facilities

- ICT strategy development;
- Provision of administrative ICT solutions;
- Supporting evolution and operation of operational ICT solutions;
- Implementation, operation and maintenance of the IT systems and networks of the Authority;
- Liaison with ICT teams of partners and other EU bodies;
- Facilities coordination;

- Inventory of assets, office supplies;
- Safety and security;
- Monitoring and supervising service provider contracts.