



## 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.