



## CALL FOR APPLICATIONS FOR THE TRAINEESHIP PROGRAMME 2023/2024 AT THE EUROPEAN LABOUR AUTHORITY

### **The European Labour Authority**

The European Labour Authority (ELA) is a decentralised 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 organising a selection procedure for the traineeship programme 2023/2024.

The traineeships will be based in Bratislava and are planned to begin on 1 or 16 October 2023.

### **1. TRAINEESHIP DESCRIPTION**

The interested candidates can apply for one of the following 17 traineeship profiles<sup>1</sup>:

- **Enforcement and Analysis Unit (ENF)**

Profile 1 - Concerted and Joint Inspections

Profile 2 - Tackling Undeclared work

Profile 3 - Analyses and Risk Assessment

- **Cooperation Support Unit (COP)**

Profile 4 - Cooperation and NLOs Office

Profile 5 – Mediation

Profile 6 - Capacity Building

Profile 7 – Cooperation support

- **Information and EURES Unit (INE)**

Profile 8 - Information and Services

Profile 9 - EURES

- **Governance and Coordination Unit (GAC)**

Profile 10 - Governance and Outreach

Profile 11 - Compliance (Legal background)

Profile 12 - Communication (Videography/photography background)

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<sup>1</sup> A detailed description of ELA's activities related to each profile is provided at the end of this document

- **Resources Unit (RES)**

Profile 13 - Human Resources

Profile 14 - Finance, Budget and Procurement

Profile 15 - ICT and Facilities

Profile 16 – Events Management

- **Profile 17- Data Protection**

## **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 a minimum of six and a 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 1 or 16 October 2023.

## **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 Union<sup>2</sup>, of which one must be English, as English is the main working language within ELA.

## 5. APPLICATION PROCEDURE

Candidates must submit their application electronically. They must apply through the EU CV Onlinesystem 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 only for one traineeship profile (see list of profiles under section 1).

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.

**Deadline for applications: 29 May 2023 at 12:00 (midday,CET).**

Candidates will be eliminated if:

- They do not submit their application (EU-CV and motivation letter via EU CV OnlineSystem) before the deadline (29 May 2023 at 12:00 CET);
- They do not meet the eligibility criteria;
- Their application is not submitted in English.

## 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

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<sup>2</sup> 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 \(CEFR\)](#)

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 will need to provide supporting documents and certificates required by Human Resources within the indicated deadline. 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 organising 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 **1,340.47 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 (Profiles 1, 2 and 3)**

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 (Profiles 4, 5, 6 and 7)**

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.

**The Cooperation Support Unit is also looking for a trainee to support the unit in the following profile:**

#### **Cooperation Support**

- Contribute to the strategic planning and coordination of projects and activities;
- Contribute to and coordinate the multiannual and annual planning, monitoring and reporting of the cooperation, mediation and capacity-building activities;
- Provide support in the design and implementation of programs/projects, and in preparation, organization and delivery of capacity building activities, events and missions;
- Assist in preparing policy guidance, briefings, speeches, presentations, reports and other strategic documents;
- Run internal communication activities, including the content of intranets and other internal communication channels;
- Contribute to the production of communication and visibility materials;
- Identify and support the dissemination of best practices, project results and public events and manage the overview and visualization of the cooperation, mediation and capacity-building actions.



## **INFORMATION AND EURES UNIT (Profiles 8 and 9)**

The **INFORMATION AND EURES (INE)** Unit is responsible for the Authority's activities on information provision on labour mobility relevant issues to ELA target groups, including individuals, employers and social partners, and coordinating the EURES network. The Unit is structured in 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, including with a specific sectoral focus (e.g. seasonal work, transport, construction) or on specific topics (e.g. posting of workers, social security, telework);
- 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, e.g. through website reviews or local information events;
- Facilitate cooperation between the Bodies for Free Movement of Workers by engaging in common activities, and organising mutual learning/exchange activities related to effective information provision among stakeholders across the EU;
- Improve, in cooperation with EU and national stakeholders, existing information material (online and offline) and facilitate exchange of good practice in information provision among Member States;
- 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, e.g. through the organisation of networking meetings and facilitating strategic discussions, support to the development of work programmes or performance measurement;
- Provide training to the EURES network, and support European Online Job Days;
- Disseminate information about EURES to jobseekers and employers, and among the EURES staff which includes the coordination of social media and other articles, the administration of newsletters or the preparation and implementation of EURES communication campaigns;
- Organise events for the network or for promotional purposes;
- 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, analysis of job vacancy and CV data;

- Identify the business needs for the EURES IT portal, and maintain systems and procedures for the exchange of jobs vacancies, job applications, CVs and supporting documents;
- Liaising with stakeholders (such as social partners) or other networks at European level for strategic cooperation and exchange.



## **GOVERNANCE AND COORDINATION UNIT (Profiles 10, 11 and 12)**

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 in three areas with the following main objectives:

### **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.

### **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.

### **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.



## **RESOURCES UNIT (Profiles 13, 14, 15 and 16)**

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

### **Human Resources**

- Human Resources development and management;
- Workforce planning, selection procedures, recruitment, secondment, traineeships, integration and exit of staff;
- Organisational design and development, e.g. the Authority's internal structures, work environment, culture, values, diversity & inclusion, etc.;
- HR administration management, rights and entitlements, leave management, working conditions, conduct, etc.;
- HR rules, regulations, processes and procedures;
- Talent management, learning and development, team building, social measures and activities;
- Performance management;
- Staff engagement, wellbeing, health & safety;
- HR systems, files, database, HR intranet, HR analytics-metrics, etc.;
- Coordination and advice on HR policies, strategies, change management, organisation of work, etc.;
- Relationship with host country on staff matters, relocation and living in Bratislava;
- Liaison with HR networks, EC DG HR, EUAN, PMO, medical service and HR counterparts in other institutions.

### **Finance, Budget and Procurement**

- Financial, budget and procurement sound management;
- 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 contract.

**The Resources Unit is also looking for a trainee to support the unit in the following profile:**

### **Events management**

- Overseeing all aspects of events management, including planning and budgeting;
- Development and management of rules, procedures and processes;
- Development and management of events management application;
- Defining best practices and overseeing knowledge sharing activities;
- Design and implementation of change management strategy and regular trainings;
- Managing relations with the external and internal stakeholders;
- Drafting, evaluation and contract signature of the framework contracts on events management;
- Monitoring implementation of framework contracts on events management and proposing corrective actions if needed;
- Monitoring framework contracts on events consumption and providing regular reports;
- Coordination and monitoring of ELA involvement in framework contracts on events management governed by other EU institutions;
- Identification of new services required and existing services to be phased- out.

## **DATA PROTECTION (Profile 17)**

The **DATA PROTECTION** involves the activities below.

### **Data Protection**

- Monitor, follow up and keep a Register of ELA's processing operations related to personal data;
- Monitor and follow up the internal consultations on personal data protection;
- Provide legal advice on personal data protection in the Authority;
- Support the ELA DPO in his/her external and internal communications, mainly towards the European Data Protection Supervisor and the data subjects;
- Support ELA DPO to increase awareness on personal data protection creating infographics, tables and visualizations to explain key information on this area;
- Assist ELA DPO to ensure a transparent and clear information to data subjects and respond to their requests regarding their rights;
- Provide support to ELA DPO in communication and training activities.