

ELA TRAINEESHIP PROGRAMME 2024/2025

CALL FOR APPLICATIONS FOR THE TRAINEESHIP PROGRAMME

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 2024/2025. The traineeships will be based in Bratislava and one will be based in Brussels.

1. TRAINEESHIP DESCRIPTION

The interested candidates can apply for one of the following Units and 19 traineeship profiles (a detailed description of ELA activities and Units is provided at the end of this document):

- **Enforcement and Analysis Unit**

Profile 1 - Concerted and Joint Inspections

Profile 2 - Tackling Undeclared work

Profile 3 - Analysis and Risk Assessment

- **Cooperation Support Unit**

Profile 4 - Cooperation and NLOs Office (Legal and policy background)

Profile 5 - Mediation (Legal and analytical background)

Profile 6 - Capacity Building (Event organisation/online learning background)

Profile 7 - Cooperation support

- **Information and EURES Unit**

Profile 8 - Information and Services

Profile 9 - EURES

- **Governance and Coordination Unit**

Profile 10 - Governance and Outreach - Policy coordination

Profile 11 - Governance and Outreach - Facilitation of digitalisation

Profile 12 - Communication (Media/web/analytics background)

Profile 13 - Brussels Liaison Office (based in Brussels, Belgium)

- **Resources Unit**

- Profile 14 - Human Resources
 - Profile 15 - Finance, Budget and Procurement
 - Profile 16 - ICT (IT background)
 - Profile 17 - Events Management

- **Executive Director's Office**

- Profile 18 - Data Protection (Legal or IT background)
 - Profile 19 - Legal and Compliance (Legal background)

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](#) published on ELA website.

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 2024.

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 (27), EEA EFTA States (Iceland, Liechtenstein and Norway), EU candidates (Albania, Bosnia and

Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Ukraine) and potential candidate country (Kosovo)¹;

- **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. For declared on-going post-graduate studies, an official declaration from the relevant university/institute must be provided;
- **Languages:** In order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately, applicants from the Member States of the European Union must have very good knowledge of at least two official languages of the European Union², of which one must be English, as English is the main working language at ELA.

Applicants from nationals of EEA EFTA States (Iceland, Liechtenstein and Norway), EU candidates (Albania, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Ukraine) and potential candidate country (Kosovo¹) are requested to have at least a very good knowledge of English².

5. APPLICATION PROCEDURE

Candidates must submit their application electronically. They must apply through the EU CV Online system³ via [this link](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?function=premierAcces):

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

Each traineeship profile has its own submission process in EU CV Online³. Candidates are responsible for submitting their application to the right profile. Candidates may apply only for one traineeship profile (see list of profiles below).

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: 31 May 2024 at 12:00 (midday,CET).

Candidates will be eliminated if:

- They do not submit their application (EU-CV and motivation letter via EU CV Online System³) before the deadline (31 May 2024 at 12:00 CET);
- They do not meet the eligibility criteria.

¹ This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

² 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>

³ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

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, motivation and/or experience. 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 Authority.

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.

Successful candidates from non-EU countries are solely responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the national authorities. Depending on their home country, visa requests may take some time to process, so they must make sure to initiate the process as soon as they can and well before their arrival to ELA.

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 **1,376.89 EUR/month**.

Trainees whose place of selection at the beginning of the traineeship (as indicated in their application form) is more than 50 km from the place of employment are entitled to a fixed travel allowance of 400 euros for covering travel expenses for entering into the service and departing at the end of the traineeship. Recruited trainees whose place of selection is less than 50 km from the place of employment are not entitled to travel allowance. Trainees whose contracts are extended shall not benefit from an additional travel allowance.

9. EQUAL OPPORTUNITIES

ELA is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are 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

(Traineeship Profile 1 - Concerted and Joint Inspections, Profile 2 - Tackling Undeclared work, Profile 3 - Analysis and Risk Assessment)

The **ENFORCEMENT AND ANALYSIS (ENF)** Unit is responsible for the Authority's work on coordinating and supporting concerted and joint inspections, carrying out analysis 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 and/ or joint inspections;
- 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 enforcement;
- Contribute with its expertise to the development of capacity building and communication activities in the area of enforcement.

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.

Analysis and Risk Assessment

- Assess risks and carry out analysis 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 an 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, data and statistics to promote synergy of action and avoid duplication or unnecessary overlaps;
- Promote risk assessment systems at the 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

(Traineeship Profile 4 - Cooperation and NLOs Office (Legal and policy background), **Profile 5 - Mediation** (Legal and analytical background), **Profile 6 - Capacity Building** (Event organisation/online learning background), **Profile 7 - Cooperation support**)

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 National Liaison Officers (NLOs), in close cooperation with other units in executing ELA's tasks and requirements as provided in Articles 5-13 and 32 of the ELA Regulation;
- Development and management of Mutual Learning and Understanding Programmes, in the labour mobility areas (posting, social security coordination, transport, digital tools);
- 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;
- facilitating the follow-up to requests and information exchanges between Member States, including through keeping track of exchanges of information between NLOs and the provision of technical and logistical support to bilateral or multilateral meetings between national authorities;
- Disseminate good practices, support to cross-border enforcement of penalties and fines;
- Provide information to Member States on the effective application of EU law within the legal scope of the ELA Regulation.

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 for ELA mediation;
- 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, study visits and secondments, provide sectoral and cross-sectoral training programmes including relevant training material, as well as collect and disseminate good practices;
- Focus on the development of innovative capacity building activities that meet the identified needs of ELA's target groups;
- Ensure that capacity building activities are delivered in the most effective manner, including through a fully functional E-Learning Platform that is gradually populated with a number of online training courses/activities/material designed to address the identified needs of ELA's target groups, thus reaching a larger and wider audience;
- Ensure that target groups have access to the capacity building opportunities offered by ELA;
- To diversify the source of expertise required to ensure the delivery of all ELA capacity building activities;
- Improve the coordination of capacity building activities within ELA, and the planning of activities for external stakeholders;
- Promote ELA's capacity building opportunities with all the key stakeholders, ensuring awareness of ELA's capacity building offer, thus enabling target groups to participate in the most effective activity according to their needs.

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

(Traineeship Profile 8 - Information and Services, Profile 9 - EURES)

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

- Contribute to better accessibility of information and services on labour mobility available at EU level and in the Member States by developing and maintaining a multilingual web tool on labour mobility;
- Contribute to an EU strategy in the provision of information on labour mobility through EU websites in cooperation with the Commission, and disseminate information on EU-level services (e.g. EURES, Your Europe, SOLVIT, Enterprise Europe Network etc.);
- Support Member States in their information and service policies towards citizens, workers, employers and social partner organisations in different mobility areas, including social security coordination by offering structured and reliable information networking opportunities, e.g. through local information events for key targets, most notably workers and employers in construction, road transport and seasonal work;
- Contribute to capacity building in the Member States by organising mutual learning and exchange events on effective information provision;
- Provide strategic orientation and key messages for ELA campaigns;
- Coordinate the Working Group on Information to exchange with national experts and social partners necessary activities to support information and services objectives.

EURES

- Develop mobility support tools aiming at improving labour market matching at EU level and providing a wide range of support services to mobile workers and employers looking for such workers (the EURES network);
- Manage the EURES network by coordinating the activities of the EURES Coordination Group, the Performance Measurement System and the Programming Cycle, providing training to Members and Partners via EURES Academy, supporting the organisation of European (Online) Job Days;
- Support the extension of the EURES network including cooperation and knowledge sharing on national admission systems;
- Awareness raising activities and effective communication of EURES activities through the coordination of the EURES communication activities;
- Develop a knowledge base on the European labour market imbalances (analysis of shortage and surplus occupations);

- Identify the business needs for the EURES portal, as the site to go to for EU for mobile workers and employers looking for such workers, widely useable and accessible, including systems and procedures for the exchange of job vacancies, job applications, CVs and supporting documents, including through the coordination of the Interoperability Contacts Working Group;
- Continuously maintain the EURES portal helpdesk function;
- Regularly update and translate the EURES portal information sections (labour market information, living and working conditions);
- Liaise and cooperate with the Commission related to EURES tasks remaining the competence of the Commission;
- Liaise and cooperate with EU bodies active in fields related to EURES (e.g. PES Network, Europass, Cedefop etc.).

GOVERNANCE AND COORDINATION UNIT

(Traineeship Profile 10 - Governance and Outreach (Policy coordination), Profile 11 - Governance and Outreach (Facilitation of digitalisation), Profile 12 - Communication (Media/web/analytics background) and Profile 13 - Brussels Liaison Office (based in Brussels))

The **GOVERNANCE AND COORDINATION (GAC)** Unit ensures the Authority's horizontal coordination, governance, external relations, programming and reporting, and communication activities. The Unit is structured in three areas with the following main objectives:

Governance and Outreach

- Provide the secretariat to the Management Board, internal coordination of documents and briefings for the Management Board, including preparing the necessary logistic (e.g. preparation, meetings, documents, register, members, rules & procedures, communication, dissemination & implementation of MB decisions, etc.);
- Provide the secretariat to the Stakeholder Group, internal coordination of documents and briefings for the Stakeholder Group, including preparing the necessary logistics (e.g. preparation, meetings, documents, register, members, decisions, dissemination, etc.);
- Prepare and monitor implementation of the Single Programming Documents;
- Prepare the consolidated Annual Activity Report;
- Coordination of briefings and speeches for the Executive Director and Chair;
- Coordinate relations with European Commission and EU institutions, including working arrangements with DG EMPL;
- Cooperate with EU bodies, agencies, EUAN, other bodies, including preparation of cooperation agreements;
- Cooperation with the European Parliament and Council: presenting ELA to the EMPL committee (EP), answering to Parliamentary questions; presenting ELA in the Council;
- Cooperation and relations at high level (DG and above) with the Slovak authorities (Ministry of Foreign Affairs, Ministry of Labour and Social Affairs, Prime Minister Office, other relevant ministries or offices), including coordinating negotiations on ELA's seat agreement and its issues related to its application, and acting as the central point for the ongoing formal communication with the ministries at high level;
- Cooperation with third country authorities and preparation of cooperation agreements;
- Social partners liaison, stakeholders' relations, policy and coordination of engagement with stakeholders;
- Internal policy coordination and coordination of delivery of ELA's operational activities in line with the ED Decision No 2/2023 on the internal coordination structures;
- Prepare ELA strategy, conceptual approaches and action plans to its core activities and monitor their implementation;
- Information management and organization of data, design of the information management framework, drafting business requirement for applications related to data management;

- Design of performance management system and Key Performance Indicators, and monitoring and reporting on their delivery – managerial reporting;
- Developing and maintaining ELA's business continuity framework;
- Internal governance framework of ELA, framework for internal rules, internal processes and decision making processes;
- Organization of ELA wide high level events, such as conferences, and official visits.

Communication

- ELA Spokesperson and media/press relations;
- Preparation of the overall ELA communication strategy, preparation and delivery of ELA's communication plan;
- Coordination and delivery of ELA EU wide information and awareness raising campaigns;
- Preparation and delivery of targeted campaigns and promotion of ELA events and activities;
- Media and target group analysis for ELA campaigns;
- Coordination of communication activities of ELA across the units (editorial plan, selection of priority topics, guiding on communication activities);
- Development and maintenance of ELA website and ELA's corporate identity (including corporate templates);
- Media content and communication on social media (LinkedIn, Twitter, etc.), analytics on social media and ELA website;
- Preparation and distribution of communications material (factsheets, infographics, videos, promotional documents, speeches/articles, editorials, etc.);
- Administration of ELA promotional items.

Brussels Liaison Office

- Managing stakeholder engagement with EU institutions, bodies and other organisations and maintaining close relationship with key ELA stakeholders;
- Social partners liaison function: liaising with the relevant social partners organisations at European level and contributing to ELA's operational cooperation with cross-industry and sectoral social partners;
- Monitoring development in EU institutions relevant for ELA and providing information to the relevant stakeholders within ELA;
- Monitoring policy developments relevant for ELA's mandate;
- Organizing events, meetings and engagements in Brussels with ELA stakeholders to promote activities and collect input for future work of ELA;
- Contributing into preparation of documents for budgetary, discharge procedures and other relevant procedures for ELA and monitor the overall process of budget approval and discharge.

RESOURCES UNIT

(Traineeship Profile 14 - Human Resources, Profile 15 - Finance, Budget and Procurement, Profile 16 - ICT (IT background) and Profile 17 - Events management)

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;
- HR rules, regulations, processes and procedures;
- Workforce planning, job screening, selection procedures, recruitment, secondments, traineeships, other staff, etc.;
- HR strategic contribution to org documents, e.g. single programming documents, annual activity reports, budget discharge, etc.
- Onboarding, relocation, integration and exit of staff;
- Organisational design and development, e.g. the Authority's internal structures, allocation of staff, work environment, culture, employee engagement;
- Wellbeing, diversity & inclusion, conduct, social dialogue, etc.;
- HR administration management, payroll, rights and entitlements, leave management, working conditions, etc.;
- HR budget Title I, financial and procurement plan and implementation
- Talent and knowledge management, Learning and Development, team building and social measures;
- Staff Performance management;
- HR systems, files, database, HR analytics-metrics, etc.;
- Coordination and advice on HR policies, strategies, change management, organisation of work, etc.;
- Liaison with HR networks, EUAN, PMO, medical service and counterparts in other institutions;

Finance, Budget and Procurement

- Developing and monitoring the Authority's budget and procurement plans;
- Reporting regularly on the progress and outcomes of budget and procurement plan execution;
- Producing annual budget reports;
- Preparing the financial part of the Authority's single programming document;
- Contributing to ELA's budget negotiations and discharge process;
- Ensuring sound financial management and compliance with ELA's financial rules and procurement rules established by the EC Financial Regulation;
- Managing cash flow;

- Publishing official documents related to budget, procurement and contracts in accordance with ELA's financial rules and the EC Financial Regulation;
- Assisting the Authority's Accounting Officer in fulfilling his duties;
- Assisting inventory managers in conducting annual inventory cycle and registering goods;
- Contributing to audits conducted by ECA, IAS and external auditor of ELA accounts;
- Developing and maintaining financial, procurement, contract management and accounting rules, procedures, guidelines and templates;
- Providing training, advice and support on budget, finance, procurement, contract management to ELA staff;
- Performing roles such as financial initiation, financial verification, accounting correspondent, procurement officer;
- Liaising with counterparts in other institutions.

ICT and Facilities

- ICT strategy and Enterprise Architecture 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;
- Information Security policy development and implementation;
- ICT Systems security monitoring;
- Liaison with ICT teams of partners and other EU bodies;
- Facilities coordination;
- Inventory of assets, office supplies;
- Safety and security;
- Monitoring and supervising ICT and Facilities service providers contracts;
- Event Management framework contract management as well as coordination of ELA events in Bratislava.

Resources Unit

- Health & Safety;
- Missions' (business travel) management;
- Host country agreement implementation.

EXECUTIVE DIRECTOR'S OFFICE/LEGAL AND COMPLIANCE
(Traineeship Profile 18 - Legal and Compliance (Legal or IT background), Profile 19 - Data protection (Legal background))

The **EXECUTIVE DIRECTOR'S OFFICE/LEGAL AND COMPLIANCE** is responsible for the administrative support to the Executive Director and the horizontal provision of legal and compliance advice. It involves the activities below.

Legal and Compliance

- Legal advice on the implementation and interpretation of the Founding Regulation and ELA's institutional framework;
- Legal advice to ELA's operational units to support compliance of their activities with ELA's legal and regulatory framework;
- Legal and compliance advice in relation to ELA's administrative and regulatory framework, such as the Staff Regulations, the Access to Documents regime and the Financial Regulations;
- Legal advice concerning ELA's external cooperation with EU agencies, third countries and international organisations, and other external stakeholders;
- Coordination of Internal Control and Audit (including coordination with OLAF, IAS and ECA, etc.);
- Define and monitor the implementation of the ELA Internal Control Standards framework;
- Legal and compliance support to ELA staff in the development and implementation of internal policies and procedures;
- Documentation Management System (e.g. ARES, filing and retention system, etc.)

Data Protection

- Performance of his/her tasks and obligations as regulated in the applicable legal framework, including the ELA Founding Regulation, the Regulation (EU) 2018/1725, and the Implementing Rules concerning the Data Protection Officer. Without prejudice of the provisions of the Regulation concerning his or her independence and obligations, the DPO shall report directly to the Executive Director in the performance of his or her duties as DPO.