

## EUI REMUNERATED TRAINEESHIPS OPPORTUNITY

The [School of Transnational Governance](#) of the [European University Institute](#) based in Florence, Italy, is looking for five enthusiastic trainees for a maximum period of 12 months.

### **The School of Transnational Governance**

The EUI School of Transnational Governance (STG), launched in summer 2017, delivers teaching and high-level training in the methods, knowledge, skills and practice of governance beyond the State. The School brings the worlds of academia and policy-making together in an effort to explore a context, both inside and outside Europe, where policy-making increasingly transcends national borders. The School offers Executive Training Seminars for experienced professionals and a Policy Leaders Fellowship Programme for early- and mid-career innovators. It also hosts expert Policy Dialogues. In 2020, the School launched its first Master on Transnational Governance for graduates.

### **The positions**

We are looking for a pool of **six talented trainees** that under the supervision of the STG management will:

#### **Traineeship 1**

- Support the administrative work and activities of the School and of the [Policy Leader Fellowship Project](#);

#### **Traineeship 2**

- Give assistance to the Events Team in the organisation of events and Executive Training Seminars (before, during and after)

#### **Traineeship 3**

- Provide administrative and dissemination support to the [EDMO](#) project

#### **Traineeship 4**

- Support the administrative work of the School and activities of the [Young African Leadership Programme](#)

#### **Traineeship 5**

- Support the STG External Relations Office and the EUI STG Fundraising Activities (monitor, research and give administrative support to both teams)

- **Traineeship 6**

Support EUI STG Fundraising process and work on fundraising activities

### **What you will gain**

One-year working experience in the School of Transnational Governance at a prestigious International Organisation such as the European University Institute:

- A unique hands-on experience on the development of this brand-new School of the EUI;
- The possibility of working in an international and multi-cultural environment, which is used to host renowned leaders, academics and experts;
- The possibility to attend training courses, including languages courses;
- A safe environment to gain experience in administration and event organisation.

We are looking for:

### **Specific competencies**

- Strategic mind-set and 'out of the box' approach;
- Strong problem-solving skills;
- Strong administrative and organisational skills;
- Fast learning and curiosity;
- Adaptability;
- Team player;
- High standard of spoken and written English;
- Good command of MS Office applications.

### **Inter-personal competencies**

- Service-oriented attitude, high sense of confidentiality, and discretion in handling sensitive information and data;
- Strong inter-personal and communication qualities within a multinational and multicultural context;
- Strong organisational, multi-tasking and analytical skills, and research abilities;
- Pro-activity and resourcefulness are highly desirable.

### **Type and Duration**

- Up to maximum 12 months, the first 3 months of which constitute a trial period;
- Full-time, 40 hours weekly (Monday to Friday);
- Start of the traineeship: **01/09/2021**.

### **Conditions for Eligibility**

Candidates must:

a) Be nationals of a European Union member state, or of a candidate country, which benefits from a pre-accession strategy;

AND

b) Be studying for a first (post-secondary education) degree and be in the process of obtaining the qualification; OR

c) Be involved in a vocational training programme; OR

d) Have obtained the above (B or C) qualification, no longer than 18 months prior to the beginning of the traineeship;

All rules governing the traineeship refer to the [President's Decision no.39/2013](#).

**IMPORTANT:** Please note that persons who do not meet the conditions above should not apply and may not receive any response if they choose to do so.

#### Benefits

- Maintenance grant of 1.365 Euros per month;
- A discount of 40% for one lunch per day at the EUI canteen;
- Remunerated trainees recruited from outside Florence are entitled to reimbursement of travel expenses actually incurred at the beginning and the end of the traineeship;
- Language courses;
- Access to EUI facilities: Library, PC Rooms, Cafeteria, Gym, Participation in Public Seminars and Workshops, Trainings.

#### How to apply

Fill in the [online application form](#) and upload documents as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

**Deadline for applications: 20 June 2021, 24:00 PM (CEST time)**

For more information on traineeships, please visit the EUI webpage:

<https://www.eui.eu/About/JobOpportunities/Traineeships>

EUI general information: [www.eui.eu](http://www.eui.eu)

Should you experience any technical issues with the system, please send an email to:

[Traineeships@EUI.eu](mailto:Traineeships@EUI.eu)

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