



EU-OSHA/TR/21/01 – TRAINEESHIPS 2021/2022

CALL FOR APPLICATIONS FOR TRAINEESHIPS AT THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

The European Agency for Safety and Health at Work (EU-OSHA) is a decentralised agency of the European Union, established in 1994 and based in Bilbao (Spain).

The aim of EU-OSHA is to promote safer, healthier and more productive workplaces by providing the European institutions, the Member States and those involved in health and safety at work with technical, scientific and economic information. Further information on our activities can be found on our website: <http://osha.europa.eu>

The Agency is organising a selection procedure for traineeships 2021/2022 at EU-OSHA. The traineeships will be based in the Bilbao office and at the Agency's Brussels Liaison Office.

1. TRAINEESHIP DESCRIPTION

The interested candidates can apply for one of the following Units:

- Resource and Service Centre (RSC)
- Network Secretariat (NET) - Brussels Liaison Office
- Communication and Promotion Unit (CPU)
- Prevention and Research Unit (PRU)

2. GENERAL PROVISIONS

The EU-OSHA 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 EU-OSHA are:

- To provide trainees an understanding of the objectives and activities of the Agency.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of EU-OSHA. 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 EU-OSHA traineeship programme, applicants are advised to read carefully the **Rules Governing the EU-OSHA Traineeship Programme**.

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.

Traineeship agreements begin on the 1st or the 16th of the month.

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 and Iceland, Norway and Liechtenstein (parties of the EEA agreement)
- **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 Member States of the European Union 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 vehicular language within EU-OSHA;
 - applicants from Iceland, Norway and Liechtenstein must have very good knowledge of English, as English is the main vehicular language within EU-OSHA.

5. APPLICATION PROCEDURE

Candidates must submit their application electronically. The EU-OSHA **application form** shall be used.

Candidates may apply for a traineeship in one or more Units by filling out a separate application form.

Candidates are requested to send their application in English, which is the main vehicular language of the Agency. All parts of the application form must be completed in full. Incomplete applications will not be considered.

Applications must reach recruitment@osha.europa.eu **by not later than 7th September 2021 at 13:00 Central European Time (CET)**. The subject of the e-mail should include the reference of this call for applications (EUOSHA/TR/21/01), the name of the Unit and the candidate's family name.

Applications must be saved as follows:

EUOSHA/TR/21/01 –NAME OF UNIT– FAMILY NAME
Example: EUOSHA/TR/21/01 – RSC – SMITH

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>

Candidates will be eliminated if:

- Their application is received after **7th September 2021 at 13:00 CET**.
- They do not use and duly complete the official application form provided by the Agency.
- 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).

EU-OSHA 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 short-listed candidates.

In the course of the selection, short-listed candidates may be contacted for a phone or video interview (Ms Teams / Skype or other) 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 the Agency'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.

The Agency regrets that, due to the large volume of applications it receives, only short-listed candidates are contacted.

7. REQUIREMENTS PRIOR TO THE START OF TRAINEESHIP

Successful candidates receiving and accepting the traineeship offer need to provide supporting documents and certificates required by Human Resources within the indicated deadline. They 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 statement indicating whether the trainee is gainfully employed and if so the amount of his/her earnings;
- A statement indicating whether the trainee is in receipt of a grant or allowance from another sources and if so, the amount of these grants or allowances;
- 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. The amount of the allowance is set on a yearly basis and is subject to the annual revision of the remuneration. For example, currently, a trainee allowance is at 1.229,32 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

EU-OSHA is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in a traineeship position. EU-OSHA 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 lawfulness of the processing is based on [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.

By submitting an application for a traineeship, the applicant is understood, in the sense of Article 5 (d) of the Regulation, to have given his/her consent to the processing of the personal data contained in the application form and the supporting documents requested. The provision of information requested in the application form and the supporting documents is obligatory. Incomplete applications will be excluded from the selection. The personal data in question is collected by EU-OSHA for the sole purpose of the selection of trainees. For more information, please refer to the [Privacy Statement on protection of personal data in relation to selection and recruitment](#) of temporary agents, contract agents, seconded national experts, and trainees available on the EU-OSHA website.