

TRAINEESHIP PROFILE

NETWORK SECRETARIAT – QUALITY (NET-QT)

Description of the work

The trainee shall provide support to ensure the smooth functioning of the work of the Quality Team. Reporting to the Network Manager in the Quality Team, the trainee will assist in the following tasks:

- Day-to-day work of the Quality Team. This includes assisting in the preparation and follow-up to meetings the Quality Team is involved in.
- Agency's evaluation work, for example EU-OSHA's register of evaluation recommendations, documentation of results in the Agency's priority areas, etc.
- Agency's programming work, for example liaising with internal stakeholders in the programming procedure, quality assurance of programming information in the Agency's programming application, report generation.
- Agency's performance monitoring work, for example liaising with internal stakeholders, quality assurance of reporting information, report generation.
- Development and maintenance of the Agency's ICT information management application.
- Agency's work on internal policies and procedures.
- Management of the Agency's activity based time registration application.
- Secretariat functions in relation to the Governing Board and Bureau.

The trainee will have the possibility to participate in a number of meetings with the objective of learning how the Agency works and interacts with its stakeholders.

A study visit to Brussels and/or Luxembourg is envisaged. Such study visit will be considered as a mission, and for its reimbursement the relevant provisions applicable to EU-OSHA will apply.