

TRAINEESHIP PROFILE

RESOURCE AND SERVICE CENTRE- HUMAN RESOURCES (RSC-HR)

Description of the work

The trainee shall provide support to ensure the smooth functioning of the work of the Human Resources section.

Reporting to the Human Resources Manager, the trainee will assist in the following tasks:

- Learning & Development, for example support in the preparation, delivery and evaluation of training, etc.
- Learning & Development policy.
- Administration of the traineeship programme.
- HR policies, strategy and procedures.
- Development and maintenance of the HR tools.
- Daily management of HR records and enquiries.
- Day-to-day work of the HR Section.
- Any other tasks relevant to the role as agreed with the Human Resources Manager.

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.