



Traineeship Call for Applications

EIT Trainee

Director's Office, Legal Section & Administration Unit;
Innovation & Education, Communication & Engagement;
Knowledge and Innovation Communities

EIT (Budapest)

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008 to boost innovation across Europe that has established Europe's largest innovation ecosystem. Our mission is to contribute to sustainable economic growth and competitiveness by reinforcing the European Union and its Member States's ability to innovate by tackling pressing global challenges.

The EIT's success lies in our unique innovation model: we support innovators and entrepreneurs at every step of their journey, and we put in place the environment needed for innovation to thrive. Our services range from entrepreneurship education (training and skilling) to innovation projects (turning research into products and services for citizens) to boosting innovative businesses and accelerating start-ups. As part of Horizon Europe, the EU's Research and Innovation Programme for 2021 to 2027, the EIT Community achieves this by creating sustainable and thriving innovation ecosystems across the EU and beyond.

Working at the EIT means contributing to the delivery of innovative solutions to some of the biggest challenges facing our society including climate change, sustainable energy, digitalisation, health, raw materials, sustainable food, urban mobility, advanced manufacturing, culture & creativity, and water. You can expect a highly dynamic, modern, international work environment with strongly motivated colleagues. Working at the EIT means being result oriented and sharing common values for collaboration: trust, transparency, sustainability, respect and inclusion. More information about the EIT and its activities can be found on: <https://eit.europa.eu>.

The EIT is now launching a call for application for its traineeship programme for a period of six months for an intake at the beginning of 2024¹. The trainee will support the daily operations of the Directorate & Administration as well as the Innovation, Education & Communication and the Knowledge and Innovation Communities Departments.

The place of employment will be Budapest, Hungary, where the EIT Headquarters are located. For the case of the Communication & Engagement Unit, there is a possibility for one of the trainees to be assigned to work from the EIT Liaison Office in Brussels, Belgium.

¹ According to the rules governing the traineeship scheme of the EIT, a traineeship is offered for a period of 6 months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances. More information is set out in Article 13 of the Rules Governing the Traineeship Scheme of the EIT.



What does the traineeship offer?

- ✓ EU knowledge – insights into policies and processes of an EU body;
- ✓ Hands-on experience – an opportunity to play a part in the EIT's day-to-day operations and contribute to its exciting mission as a key player in the European innovation landscape;
- ✓ Opportunity to put knowledge and skills into practice, but also develop them further.

What do we expect from you?

- ✓ Interest in European current affairs;
- ✓ Interest in learning about the EIT and innovation in Europe;
- ✓ Contribution to our everyday work with fresh insights;
- ✓ A proactive and creative attitude.

1. The job profile

The trainee will work in one of the EIT's three departments indicated below, based on the profile descriptions.

Applicants are invited to indicate clearly in their application (in the motivation letter of the application) which profile(s) they wish to apply for.

More information on how to submit an application can be found in section 3.1 below.

1. Director's Office, Legal Section & Administration Unit:

The EIT is looking for a trainee ideally with knowledge in the area of EU policies related to the activities of the EIT. In line with the profile presented via the application, the trainee will support one of the following Units in its tasks and projects as well as in its day-to-day operations: Director's Office, Legal Section or Administration Unit. The trainee will also have the opportunity to develop projects during the traineeship together with his/her trainee peers.

Trainee assignment: Provide support in the day-to-day administrative tasks and activities, depending on the Unit assigned to, such as:

- strategic planning, governance, management;
- legal aspects of the EIT;
- supporting of the Internal Control Coordinator with audit recommendations;
- effective representation of the EIT's interests in external relations;
- preparation of tenders and procurement documentation;
- budgetary and financial reports analysis;
- supporting of HR recruitment, performance and career, learning and development and individual staff entitlements in line with the Staff Regulations;
- drafting and updating rules, decisions, policies and procedures;
- implementation of information & communication technology (ICT) related projects and tasks;
- other general administrative tasks, as required.

The assessment of applications will be based on the following criteria:



- Knowledge in at least one domain: EU policies, EU law, Public Administration, Management, Economics, Finance, IT, Human Resources or Social Studies (either gained through studies or initial work experience) is essential;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Knowledge in any of the following areas (either gained through studies or initial work experience): Finance management, Human Resources, Procurement, ICT, Logistics is considered an advantage for trainees interested in traineeship opportunities in the Administration Unit.

2. Innovation & Education, Communication & Engagement

The EIT is looking for a trainee to provide support within its unit dedicated to innovation and education and within its unit dedicated to external communications and public affairs.

In the Innovation Ecosystem Unit the trainee will support the key pillars of the Knowledge and Innovation Communities (KICs) including Cross-KIC activities and EIT coordinated initiatives, such as the Innovation and Business Creation portfolio, Women Entrepreneurship and Leadership Activities, the EIT Regional Innovation Scheme (EIT RIS), the EIT Global Outreach, the EIT Label assessments, the EIT Label Action Plan, the EIT HEI Initiative or the Deep Tech Talent Initiative, the EIT Alumni and will coordinate cross-KIC initiatives and synergies with other EU and other initiatives.

In the Communication & Engagement Unit, the trainee will help boost the visibility of the EIT's achievements and opportunities by contributing to the development of compelling communication actions and to relations with stakeholders (members of the EIT Community, EU institutions, EU Member States, etc.). The trainee will support the organisation of events (including INNOVEIT), the development of engaging content and materials for press and social media, the management of digital tools (EIT website and social media) and the dissemination of results and good practices from the EIT Community. A trainee supporting the EIT Liaison Office in Brussels may be assigned to Brussels.

Trainee assignment

- Contribute to the development and implementation of activities enhancing the EIT's impact on education and entrepreneurial skills; in particular to providing support in developing the EIT Label model, in executing annual EIT Label assessments; in the implementation of the new initiative to support the entrepreneurship and innovation capacity building of European higher education;
- Contribute to the development of the EIT's innovation and business creation agendas; to the daily administrative management of the EIT-led activities, as well as to the development and implementation of its specific activities, including communication and visibility aspects (website and social media content creation, management); or the relevant strategy papers and concept notes, incl. background research;
- Support in performance assessment of KIC Business Plans and Reports in the areas of education, business creation and innovation; in activities related to the implementation of the EIT Regional Innovation Scheme (EIT RIS) and EIT Global Outreach; in the implementation of the EIT's bilateral Memoranda of Understanding; and in the administrative tasks and activities of the unit in the day-to-day monitoring of operations;
- Support the monitoring of press reviews, relevant EU policies, EU institutional websites, and overall positioning of key EIT stakeholders in the areas of EIT's work;



- Contribute to the drafting of compelling content, including briefings, articles and reports;
- Support the creation of creative materials for all the EIT's tools and channels and the uploading of content to the EIT website, including the Knowledge Centre;
- Help prepare and distribute EIT newsletters,
- Support the organisation of events, workshops and meetings and attend conferences and meetings and prepare summary reports and minutes thereafter.

The assessment of applications will be based on the following criteria:

- Knowledge in education and/or entrepreneurship and/or innovation policy, innovation systems or innovation management (either gained through studies or initial work experience) is considered essential for the Innovation Ecosystems Unit;
- Knowledge of communications and marketing including media relations, website and social media management (either gained through studies or initial work experience) is considered essential for the Communications and Engagement Unit;
- Knowledge of EU policies, in particular, EU innovation policy and decision-making processes (either gained through studies or initial work experience) is considered an advantage;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Initial work experience in providing support to projects, including experience with event organisation, is considered an advantage.

3. Knowledge and Innovation Communities

The trainee will support the department in managing the portfolio of Knowledge and Innovation Communities (KICs) in order to increase the impact of KICs on the innovation landscape of the European Union. The work of the department includes the strategic supervision and monitoring of the KICs as well as the operational management of the KIC grants and programmes.

In the Supervision and Monitoring unit of the department, the trainee will support the officers in fostering and monitoring the development of the KICs. This may include support in the efficient and effective implementation of the process leading to the EIT Governing Board's decision on the financial allocation to the KICs, monitoring the KICs' achievements of results and impact based on the EIT Impact Framework, and monitoring the KICs' progress towards financial sustainability. The trainee will also provide support in developing the overall monitoring plan and overseeing its implementation, as well as leading on monitoring assignments, in the areas of KIC governance structures, KICs' project selection and portfolio management; and conducting periodic reviews and evaluations on KICs in accordance with the requirements in the legal framework.

In the Grant Implementation unit of the department, the trainee will provide support in grant management, such as multi-annual grant implementation, setting up of new KICs in the framework of a Start-up Grant Agreement, including development of methodologies and guidelines and contribution to other strategic documents; or ensuring compliance of grants provided to KICs of the EIT with the provisions stipulated in the Horizon Europe Framework Programme for Research and Technological Development, and in the EIT specific rules. This may include financial assessment of KIC grant proposals and their amendments, assessment of the legality and regularity of the financial statements provided by KICs, and eligibility of the costs declared, as well as cooperation with external auditors and follow-ups on audit reports. The trainee will also support with assessment of Business Plans and other grant



proposals submitted by the KICs, performance assessment of KICs, as well as the start-up grant management of new KICs.

Trainee assignment

- Provide assistance in the implementation of the EIT monitoring and evaluation plan; in the improvement of overall governance as well as management and control systems of the EIT and KICs; in assessing KICs' progress towards financial sustainability; in the analysis of the outcomes, KPIs and deliverables from the KICs; in sharing best-practice and results of the EIT and KICs activities; and in the administrative tasks and activities of the unit in the day-to-day operations.
- Contribute to the financial and operational management of KICs, such as assessment of KIC Grant Proposals and Grant Reports; to the implementation of the process leading to the EIT Governing Board (GB) Decision on the maximum financial allocation to the KICs; to the organisation of the EIT GB hearings, including support to the high-level strategic challenges document and other briefing materials;
- Provide support with the implementation of EIT Call for Grants; in the management and improvement of the EIT knowledge management systems; in the analysis of the outcomes, KPIs and deliverables from the KICs; in sharing best-practice and results of the EIT and KICs activities;
- Support the KIC reviews and the assessment of KIC Business Plan and other proposals.

The assessment of applications will be based on the following criteria:

- Knowledge in at least one domain: EU policies, Public Administration, Management, Economics, Finance, or one of the thematic areas of the nine EIT Knowledge and Innovation Communities (either gained through studies or initial work experience) is essential;
- Studies or initial work experience in an international or multicultural environment is considered an advantage;
- Knowledge of EU funds, grant management or project management (either gained through studies or initial work experience) is considered an advantage;
- Analytical and numerical skills proven by studies or work experience are considered an advantage.

Skills common to all profiles in the departments above:

- Very good interpersonal and communication skills;
- Ability to take initiative;
- Very good writing and speaking skills in English;
- Good MS Office skills (Excel, Word);
- Ability to work well in teams, particularly in a multicultural team.



2. Requirements: Eligibility criteria

2.1 Nationality

Candidates shall be selected from nationals of the Member States of the European Union (EU)², the Member States of the European Economic Area (EEA), the European Free Trade Area (EFTA)³, and applications from EU candidate countries are especially encouraged⁴, which the EIT supports through specific actions. In addition, a limited number of nationals from countries other than those listed above can also be accepted but should not exceed 20% of the total intake of trainees for the year. Candidates from countries other than those listed above in particular should explain in their motivation letter how they will contribute to the EIT's objectives.

The EIT is supporting those Ukrainian residents (recent graduates and young professionals) affected by the war in Ukraine, therefore their applications are also encouraged.

2.2 Qualification

Candidates must have completed, by the closing date for applications, the first cycle of university education and obtained a full degree or its equivalent (Annex I of the Rules governing the Traineeship Scheme of the EIT).

Candidates must provide copies of diplomas (or of relevant official certificates), of all university or post-university studies declared in their application. For declared ongoing studies an official declaration from the relevant university must be provided.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, the working language of the EIT. If recruited for a traineeship, presentation of all diplomas declared and, if applicable, official certified translations will be required.

2.3 Languages

To fully benefit from the traineeship and to be able to follow meetings and perform adequately, being the working language of the EIT, candidates must have very good knowledge of English corresponding to at least level B2 as defined by the CEFR⁵ (Council of Europe's Common European Framework of Reference for Languages).

Candidates will be required to provide the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.) regarding the knowledge of languages declared on the application form, other than the mother tongue.

2.4 Other conditions

² Nationals of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden

³ Norway, Liechtenstein, Iceland and Switzerland

⁴ Turkey, North Macedonia, Montenegro, Serbia, Albania, Moldova, Ukraine and Bosnia and Herzegovina and any other future candidate countries once officially accepted by the EU.

⁵ <https://europa.eu/europass/en/common-european-framework-reference-language-skills>



Applicants are required to have a general behaviour compatible with the security requirements of the EIT⁶ and to be physically fit to perform the tasks.

2.5 Prior employment

The EIT wishes to offer to as many people as possible the opportunity of in-service training. Therefore, traineeships are only open to candidates who have not:

- benefited already or benefit from any kind of traineeship (formal or informal, paid or unpaid) within a European Institution or body (Annex II of the Rules governing the Traineeship Scheme of the EIT); or
- had or have any kind of employment within a European Institution or body, delegation or representation office, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU Institution, body, delegation or representative office;
- had or have any paid or unpaid traineeship, or have had employment or other contractual relationship with the existing Knowledge and Innovation Communities (i.e. the legal entity and partners of EIT Digital, EIT InnoEnergy, EIT Climate-KIC, EIT Health, EIT Raw Materials, EIT Food, EIT Manufacturing, EIT Urban Mobility).⁷

Candidates shall inform the EIT of any change in their situation that might occur at any stage of the application process.

2.6 Conflict of interest of applicants

Applications will be rejected if it is established that the applicant is in one or more of the following situations of conflict of interest:

- the applicant had or has prior employment as listed above;
- the applicant is a close family member of an EIT staff member or an EIT Governing Board member;
- the applicant is in any other situation that could cast doubt on his/her ability to participate in the traineeship, or that could reasonably appear to do so in the eyes of an external third party.

3. The selection process

3.1 How to apply

Please consult the **Guide for Applicants** on the EIT website at <https://eit.europa.eu/collaborate/careers> which contains detailed instructions to help you submit your application correctly.

⁶ Prior to the appointment, the successful candidate will be asked to provide a criminal record extract confirming the absence of any criminal record.

⁷ In case of designation of further EIT Innovation Communities by the EIT Governing Board, this rule shall cover those EIT Innovation Communities as well.



Only applications submitted through the EU CV Online system⁸ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure.

In order to facilitate the selection procedure we accept applications submitted **only in English** (the working language of the EIT).

Before applying, you should carefully check whether you meet all the eligibility criteria.

The assessment of applications (in order to be placed on the shortlist) will be based on the application submitted. Please clearly indicate in the motivation letter of your application:

1. Which profile(s) you wish to apply for;
2. How you meet the criteria for the profile(s) you wish to apply for;
3. How you applied the above behavioural skills in your educational and/or work experiences so far.

Failure to submit a motivational letter and to indicate the profiles selected may result in the disqualification from the selection procedure.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered.

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 16 January 2024 (13:00 CET)

⁸ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.



3.2 Admission to the selection procedure

The eligibility check is completed by the EIT HR which draws up a long list of candidates meeting the eligibility criteria. Based on this long list, the pre-selection is carried out by a Committee made up of EIT staff. The work of the Committee is confidential and its decisions are final.

Based on motivation, qualifications and/or experience as reflected in the CV and motivation letter, the Committee draws up a short list of candidates.

Please note that once the shortlist is established by the Committee, every candidate will receive a notification on the result of the selection procedure, whether their name is placed on the shortlist or not.

The shortlist will be valid until **31 December 2024** and may be extended based on the budgetary and organisational needs of the EIT.

After placement on the shortlist, the EIT will contact the shortlisted candidates to perform the final selection when a traineeship position becomes vacant.

The final selection is made by the EIT Director and relevant Head of Units (depending on the profile indicated by the candidate).

Candidates may also be selected for profiles different from what they indicated in their application. Candidates may be required to undergo an online interview with the relevant Head of Unit, and the final selection is confirmed by the EIT Director.

3.3 Recruitment procedure

Successful applicants are informed by email of the dates of the traineeship and the list of final documents they should provide prior to commencement of the traineeship.

Recruited trainees are obliged to provide any forms and certificates required by the EIT HR at the time of their recruitment. They are responsible for ensuring that they have the valid documents to enter and stay in Hungary (or Belgium) during the traineeship, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed/residing.

Applicants can only be offered a single contract for a given traineeship period. Applicants who decline a contract offer will be excluded from the on-going procedure. They may re-apply for a subsequent traineeship by submitting a new application, together with all supporting documents.

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent traineeship. It is, however, necessary to submit a new application, together with the requested supporting documents.

Trainees may not be recruited if a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

The keeping of files respects Regulation (EU) 2018/17251 regarding personal data, whether the applications gave rise to recruitment or not.



3.4 Other important information

The text of this Call for applications contains all the information required. Nevertheless, if you have further questions, please contact the EIT via traineeship@eit.europa.eu, clearly mentioning the reference of the Call for applications and the nature of your request. The full text [the Rules governing the Traineeship Scheme of the EIT](#) can be consulted at the EIT website.

4. General information

4.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

4.2 Selection committee

A selection committee will be appointed to carry out the evaluation of applications to this vacancy and draw up the short list. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden and may lead to disqualification from the selection process.

4.3 Approximate timetable

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website. The traineeship is foreseen to start in the beginning of 2024.

4.4 Conditions of employment

Trainees will be awarded a monthly grant. The net amount of the traineeship grant based on current salary adjustments is 1,236.74 EUR for Budapest⁹ and 1,635.91 EUR for Brussels¹⁰.

The traineeship programme is for a period of six months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances.¹¹

Sickness and accident insurances are compulsory and the EIT does not provide such coverage. Trainees must take out these insurances and proof of the coverage must be presented to EIT HR prior to the start of the traineeship period.

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

⁹ This estimate currently includes a correction coefficient of 75.6% for Hungary, which is adjusted every year. The grant can be paid in Euro or in the local currency: Hungarian Forint (HUF).

¹⁰ The level of the monthly traineeship grant will be adjusted annually in line with the salary adjustment applicable to the remuneration of EU officials, normally as from 1st January of the following year without retroactive effect.

¹¹ More information is set out in Article 13 of the rules governing the traineeship scheme of the EIT.



Recruited trainees will receive the following fixed travel grant to contribute to their travel expenses between the place of recruitment and place of employment:

- 300 euros, where the place of recruitment is in an EU member State;
- 400 euros, where the place of recruitment is outside of the EU.

Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel grant.

The trainee must complete a minimum of 3 months of the traineeship period to qualify for the travel grant and submit a self-declaration confirming the place from where they are recruited along with the proof of travel (i.e. boarding pass/flight ticket, train ticket, when traveling by car- petrol receipts/motorway payment).

Trainees whose contracts are extended shall not benefit from an additional travel grant.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on EIT grants by virtue of the laws in force in the country concerned. A certificate for tax purposes will be provided at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

4.5 Protection of personal data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EU) 2018/17251 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter "the Data Protection Regulation of the European institutions").

For more information concerning the protection of personal data, please consult the privacy statement (Annex III of the Rules governing the Traineeship Scheme of the EIT).

[Continue here for the application form:](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your web application.

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