

Vacancy Notice

Chips JU TRAINEESHIP – 2024

Admin – Communication – Finance - Operations

Reference: Chips-2024-04-Trainee

Closing date for submission: 18/11/2024, 23:59 (CET, Central European Time, Brussels).

The Chips Joint Undertaking (Chips JU) operates a traineeship programme. The programme gives trainees an understanding of the Chips JU and its role within the activities of the European Union, enables them to acquire practical knowledge of the Chips JU and its regulatory framework and to obtain professional experience in the course of their work. More information at: <https://www.chips-ju.europa.eu>

The trainees will have an opportunity to:

- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence.
- Acquire practical experience and knowledge of the day-to-day work of an EU organisation in an international environment.
- Work in a multicultural and multilingual environment, contributing to the development of mutual understanding, trust and tolerance.
- Experience professional life and its constraints, duties and opportunities.

The Chips JU offers on-the-job training opportunities in different units, for candidates with background or career development goals in the mentioned topics:

Communications.

- Public Relations and communication, in both public and private sectors.
- Graphic design (using industry-standard Adobe tools).
- Digital media (web site support, social media).
- Events' organisation.

Operations:

- Operational aspects of public funding: preparation of calls for proposals,
- Evaluation and selection of proposals.
- Contract monitoring and follow-up of projects, reporting.
- Administrative support to Programme Officers.

Administration:

- Support to the administration team: governance meetings and processes, drafting internal procedures.
- Administrative support on HR, mainly recruitment procedures.
- Support to the internal auditor: preparation of audit documentation, meetings follow up.

Finance:

- Contributing to the financial, budgetary, and accounting reporting;
- Assisting the team with workflow management and update of Excel tables;
- Assisting with complex files such as bankruptcies and liquidations;
- Supporting the reconciliation of accounts if needed.

Requirements:

- Possession of a university degree at the time of applying. Candidates must provide copies of the diplomas or other relevant certificates.
- An excellent command of oral and written English and one or more other official Union languages.
- Good communication skills (writing and oral) and capacity to respond in time to urgent situations.
- Very good knowledge of Microsoft tools.

Candidates should be national of a Member State of the European Economic Area (the 28 Member States of the European Union plus Iceland, Liechtenstein and Norway).

Grant:

The Chips JU offers a monthly grant of **1418.19 €** net per month and may pay a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence, which is normally the address provided for correspondence. It is recommended to read carefully the detailed rules applicable.

The placements are for a period of maximum 6 months.

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 the grant they receive from the Chips JU by virtue of the laws in force in the State concerned.

The Chips JU does not cover sickness nor accident insurance and trainees must take out such insurance prior to the start of their traineeship at the Chips JU.

How to apply

Interested candidates should apply on the [career portal](#)

A letter in English together with a CV in EU format and a copy of university degree should be uploaded by **18/11/2024, at 23.59**.

You will be asked which department(s) you wish to apply for. Note that you might be called for an interview with other departments too, in case your profile fits their needs.

Selection Procedure/ Selection Criteria

Applications have to fit with the requirement in the present Vacancy Notice.

After analysis of CVs, the more suitable candidates will be invited to an interview.

The Chips JU will constitute a reserve list of potential trainees and will offer a trainee position when a position is available.

Indicative timing

The present call is to select trainees to take duty within the year 2025.

The Chips JU takes care to avoid any form of discrimination in its procedures.

Independence and Declaration of Interest

Successful candidates will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to their independence. Candidates must confirm their willingness to do so in their application.

APPLICANTS' PRIVACY POLICY IN THE CONTEXT OF SELECTION AND RECRUITMENT

The Chips JU, like other EU institutions, bodies, agencies and offices (EU institutions), may process your personal data (also known as personal information) for a number of reasons, from dealing with public requests for information, staff matters, procurement contracts, grant agreements etc.

This privacy statement governs the processing of your personal data on the basis of the European Regulation (EU) N°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 on the free movement of such data ("EUI-GDPR") by the Chips

Joint Undertaking as part of your job application with us (as temporary agent (TA), contract agent (CA), seconded national expert (SNE), interim staff or trainee).

Find more about Chips JU Privacy Policy [on our website here](#).