



FCH 2 JU Traineeship – 2016

(support to IT and communication activities)

The Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU) operates a traineeship programme. The programme gives trainees an understanding of the FCH 2 JU and its role within the activities of the European Union, enables them to acquire practical knowledge of the FCH 2 JU and its regulatory framework and to obtain professional experience in the course of their work.

Detailed rules can be found here: [Decision of the Governing Board of Fuel Cells and Hydrogen 2 Joint Undertaking laying down the Rules on the use of trainees](#)

The trainees will have an opportunity to

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

In the frame of its traineeship programme, the FCH 2 JU wishes to benefit from the input of a young enthusiastic graduate with the following profile:

Requirements:

- Possession of a university degree in Computer Sciences, Communication, Journalism, Business Administration or other related field 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 (French advantageous);
- Good understanding of the components of common web technology (HTML, ASP, CSS, Javascript);

- Good knowledge of Office applications and web-based systems; some experience in implementing intranets or collaboration software would be advantageous
- Knowledge of Visual Basic for Applications would be advantageous;
- Knowledge of Data Base Management Systems would be advantageous;

Duties :

- Develop the FCH 2 JU Intranet content;
- Integrate the current manual of procedures to the intranet;
- Develop a database for the management of the procurement procedures;
- Improve the current inventory database (developed in MS Access);
- Draft the documentation (end-user & IT specialist) of the current IT tools;

The candidates have to be nationals of the Member States of the European Economic Area (the 28 Member States of the European Union, Iceland, Liechtenstein and Norway)

Grant:

The FCH 2 JU pays a monthly grant of **EUR 1,122.40** 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.

How to apply:

The placements are for a period of 6 months.

Interested candidates should send a motivation letter in English together with their CV in EU format and a copy of their university degree by e-mail to applications@fch.europa.eu at the latest **by 31 May 2016**

Indicative timing:

Period for receipt of applications ¹	By 31 May 2016
Screening/telephone contact with pre-selected candidates (indicative)	Beginning of June 2016
Contract issued (indicative)	By mid of June 2016
Start of traineeship	Preferably mid June

The FCH 2 JU takes care to avoid any form of discrimination in its procedures.

Please note that the personal information FCH 2 JU requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

The purpose of processing of the personal data candidates submit is to manage applications in view of a possible traineeship at FCH 2 JU.

Privacy statement

[FCH JU Privacy statement](#)

For a CV template, please visit: <http://europass.cedefop.europa.eu>

¹ In case of numerous applications, the FCH 2 JU reserves the right to limit the screening to the first 50 applications received.