

The European GNSS Agency (GSA) provides university students and graduates with a unique and first-hand experience of the workings of the GSA, in particular, and of the EU institutions in general.

“Galileo Exploitation Department Traineeship”

1. Description of the traineeship

The European GNSS Agency (GSA) announces a traineeship opportunity for students and graduates in Europe. The traineeship shall aim principally to aid in supporting the daily operations of the Galileo Exploitation Department of the Agency (GEXP Department).

The traineeship shall be based at the GSA headquarters in Prague 7, Janovskeho 438/2, Czech Republic and shall last preferably from **16 July 2014 to 15 January 2015**. If agreed by the GSA and the selected trainee, two extensions of three months each could be granted, which means that the maximum total duration of the traineeship could be one year; however the GSA reserves the right to conclude individual contracts according to which the traineeship commencement/end will deviate from the above dates specified.

The trainee will be expected to carry out the following duties under supervision:

- Support to GEXP Officers in their daily tasks, related to the on-going and upcoming Exploitation activities;
- Compilation of available Galileo System and Service Facilities Key Performance Indicators (KPIs) into a comprehensive performance report;
- Contribution to the internal reporting tasks;
- Support the preparation of new procedures and internal rules for the GSA Quality Management System (QMS).

2. The admission and selection criteria

The traineeship is open to applicants who have not previously undertaken a traineeship at the GSA and who meet the following requirements:

A. Admission criteria

- Nationality of any Member State of the European Union and of Iceland, Norway and Liechtenstein (parties to the EEA Agreement);
- A recognized higher education degree (university education or equivalent), evidencing completion of a full cycle of study, or in the case of trainees who are at the end of their studies, an official attestation from their university or school stating the marks obtained;
- Some initial experience in one of the areas of work of the Agency obtained either through specialization as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner or through professional experience or a previous traineeship;

- Thorough knowledge of English, both spoken and written;
- A clean criminal record.

B. Selection criteria

- Experience of work or study in the area of satellite navigation, space engineering, telecommunications, etc.;
- Technical skills in the area of GNSS and Telecommunications are an asset;
- Experience of elaboration of technical reports;
- Good knowledge of office productivity applications (Word, Excel, PPT and any other is an asset);
- Knowledge of one or more EU languages in addition to English.

3. Application Procedure

Candidates must submit their application electronically. Their application shall be composed of a duly signed CV in English (Europass format¹) and a motivation letter (maximum one page).

Applications must be sent to jobs@gsa.europa.eu by **1 July 2014 at 23:59²** and the subject title noted by applicants should include "SURNAME Name GEXP Traineeship".

Candidates are requested to send their application in English, the working language of the GSA.

Please, note that only complete applications containing the above mentioned documents and sent within the deadline will be taken into consideration.

Eligible candidates meeting the admission criteria shall be selected on the basis of their application. The GEXP Department shall assess the eligible applications and select those best matching the selection criteria and the profile required for this traineeship. On this basis, the best admissible candidates may be invited for an interview which may include other appropriate testing. Candidates will be contacted by phone and will be sent the invitation by email. Travel expenses to interviews will not be reimbursed by the Agency.

Before the commencement of the traineeship, the candidate will be required to provide the following documents:

- proof of nationality;
- diplomas, academic qualifications, employment certificates, professional references, etc. needed to prove s/he satisfies the admission criteria;
- an excerpt from police records;
- a medical certificate confirming that s/he is fit for work and free of any contagious diseases;

¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

² Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

- documents showing that the trainee has public or private cover for accident insurance and sickness insurance against health risks for the entire duration of the traineeship period;
- a statement indicating whether the trainee is in receipt of a grant or other subsistence allowance from another source and if so, the amount of these grants or allowances.

4. The conditions of the traineeship

The traineeship is awarded by a monthly grant for full-time traineeship equivalent to €1,000³.

If the traineeship is part-time, the grant shall be proportionate. Trainees shall be responsible for organizing their own sickness insurance against health risks and their own accident insurance.

The rights and obligation of every trainee will be specified in a written contract.

5. Data Protection

The purpose of processing of the data submitted by candidates is to manage each application in view of selection and recruitment as a trainee at the GSA. The personal information requested from applicants will be processed in line with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18th December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

³ The official European Commission rates will automatically apply for grants paid in non-Euro accounts. All bank charges for incoming payments shall be carried by the trainee.