

Inspire Policy Making by Territorial Evidence

## **Traineeship - Administration and Management at the ESPON EGTC**

**Deadline for Applications: 14 March 2021**

The ESPON EGTC is looking for a motivated trainee to join its international team for a period of 5 months, preferably available to start as soon as possible.

**Please read before applying:** [What is ESPON EGTC?](#)

### **What your job will be**

You will be assigned different tasks mainly related to the work of the Unit on Administration and Management. The work in this Unit includes a variety of organisational, administrative and financial tasks related to public procurement processes, administrative checking of submitted tenders and proposals, contracting procedures, preparation of progress reports, and budget management.

You will also have the opportunity to attend European events with ESPON involvement taking place online and potentially outside of Luxembourg (if physical meetings are to take place during the time of your traineeship).

### **Allowance**

An allowance of 1.100 Euro per month is provided as an indemnity to support your living expenses during the traineeship at the ESPON EGTC, which also will be helping you with practical matters related to settling down in Luxembourg.

Travel costs can be reimbursed<sup>1</sup> by ESPON EGTC on the basis of real expenses made for your travel from your usual place of residence to Luxembourg and the way back at the end of the training period.

### **Administrative conditions**

A traineeship agreement will have to be signed by 1) the University or school where the student is registered, 2) the student and 3) the ESPON EGTC.

The University/School shall confirm that the student is registered in a course and indicate the insurance coverage regime.

---

<sup>1</sup> Specific travel reimbursement rules will be provided to the selected candidates.

## Inspire Policy Making by Territorial Evidence

### Your profile

You will have to be a student in the final stage of your university studies related to territorial development and planning, geography, regional economics, European studies, political science, financial management and/or other relevant fields.

You must be a full-time student registered at a university during the entire period of the traineeship and carry a passport from a Member State of the European Union or from Iceland, Liechtenstein, Norway, Switzerland (full partners in the ESPON 2020 Programme).

### What we are looking for

Interest and (some) knowledge in relation to European territorial cooperation in the field of EU Structural & Investment Funds (ESIF), financial management, financial control, project monitoring, business administration, accounting and/or other relevant fields (for the Unit on Administration and Management).

Attention to detail and accuracy, capability to meet pre-defined deadlines, ability to quickly grasp new tasks and implement tasks and duties successfully.

An excellent understanding and fluency in spoken and written English and good communication skills.

Strong personal skills, being keen team player, capable both of following instructions and of working on own initiative, consulting colleagues when needed.

A positive attitude, being open and capable of working in a multicultural team, contributing to a good working environment.

Good computer knowledge and skills.

The candidates with (1) skills and flair for accountancy and/or financial management and/or auditing, (2) motivation for administration, project management and/or legal issues, including public procurement, will have preference.

### How to apply

Your application shall include the following:

- A motivation letter – no longer than 1 page. Your motivation letter may include your response to the following questions: Why would you like to be a trainee at the ESPON EGTC? Which personal assets do you feel you can bring to the ESPON EGTC? Your expectations for the traineeship: what you hope to learn from it?
- Curriculum Vitae in Europass template.
- A profile table duly filled-in (available on the ESPON Website).

All documents should be sent in English.

The above-mentioned documents are to be sent by e-mail to [traineeship@espon.eu](mailto:traineeship@espon.eu).

## Inspire Policy Making by Territorial Evidence

Please specify in the subject of the e-mail the following information: “Your First Name and Last Name – Traineeship you are applying for”: Traineeship: Unit on Administration and Management.

**Deadline for applying is 14 March 2021**

You will be informed by end of March 2021 about the outcome of the selection. Please bear in mind that copies of your relevant university certificates and diplomas as well as a proof of being registered at a University will be necessary for the contracting, in case you are selected.

The ESPON EGTC applies the principle of equal opportunities between men and women.

### Personal Data Protection

Any personal data provided by you in relation to this selection procedure will be processed according to the provisions on personal data protection, in particular Regulation (EU) 2016/679. This applies in particular to the confidentiality and security of your personal data, which will be processed solely for the purposes of this selection procedure.

Your application will be deleted one month after the finalization of this selection procedure.

For the purposes of this selection procedure, an external party to the ESPON EGTC may be involved and handle your personal data. If so, the external party will also treat your data confidentially and solely for the purposes of this selection procedure.

Should you have any further questions concerning the processing of your personal data, you shall address them to the following e-mail address: [traineeship@espon.eu](mailto:traineeship@espon.eu).

---

## What is the ESPON EGTC?

The ESPON EGTC is a European Grouping on Territorial Cooperation. As part of a renewal of ESPON it has been established according to European law to deliver the content envisaged by the ESPON 2020 Cooperation Programme. The ESPON EGTC is established with an Assembly including members of the 3 Belgian regions and Luxembourg, the latter hosting the ESPON EGTC.

The ESPON EGTC is currently employing 22 people within two units:

- Unit Evidence and Outreach devoted to the evidence production and outreach activities to be implemented as part of the Single Operation;
- Unit for Administration and Management responsible for the Administration and Management of the ESPON EGTC.

### *What is the ESPON 2020 Cooperation programme?*

The ESPON 2020 Cooperation Programme is related to EU Cohesion Policy and shall play the specific role supporting policy development, institutional capacity, effective policymaking and

## Inspire Policy Making by Territorial Evidence

efficient public administration with European territorial evidence and in doing so pursue the following overarching mission:

*ESPON 2020 shall continue the consolidation of a European Territorial Observatory Network and grow the provision and policy use of pan-European, comparable, systematic and reliable territorial evidence.*

The ESPON 2020 Cooperation Programme has a budget of almost EUR 50 million for the period 2014-2020 which is financed mainly by the European Commission, as well as by the 27 EU Member States, the United Kingdom and the four Partner States Iceland, Liechtenstein, Norway, and Switzerland. Luxembourg is the seat of the Managing Authority

[Read more about ESPON EGTC](#)

### Further information

You can get further information about the job and the ESPON EGTC by contacting [traineeship@espon.eu](mailto:traineeship@espon.eu).

### ESPON 2020 – More information

ESPON EGTC

4 rue Erasme, L-1468 Luxembourg - Grand Duchy of Luxembourg

Phone: +352 20 600 280

Email: [info@espon.eu](mailto:info@espon.eu)

[www.espon.eu](http://www.espon.eu), [Twitter](#), [LinkedIn](#), [YouTube](#)

*The ESPON EGTC is the Single Beneficiary of the ESPON 2020 Cooperation Programme. The Single Operation within the programme is implemented by the ESPON EGTC and co-financed by the European Regional Development Fund, the EU Member States and the Partner States, Iceland, Liechtenstein, Norway and Switzerland.*