

Inspire Policy Making by Territorial Evidence

21 September 2017

**Traineeship Administration & Management
at the ESPON EGTC in Luxembourg**

Deadline for Applications: 27 October 2017

The ESPON EGTC is looking for **one** trainee for a period of 5 months to join our international team, preferably starting as soon as possible but preferably by December 2017.

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 18 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 2020 Single Operation -.

What is the ESPON 2020 Cooperation programme?

The ESPON 2020 Cooperation Programme is related to EU Cohesion Policy and shall play the specific role of supporting policy development, institutional capacity, effective policymaking and 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 co-financed by the European Regional Development Fund, the EU Member States and the Partner States, Iceland, Liechtenstein, Norway and Switzerland.

Luxembourg is the seat of the Managing Authority.

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What is the task of the EGTC?

The ESPON EGTC is the Single Beneficiary of the ESPON 2020 Cooperation Programme established to implement:

- Applied research projects on themes defined by policy demand where the European process needs better information and evidence.
- Targeted analyses in cooperation with stakeholders from national, regional and local authorities as well as other programmes under European Structural Investment Funds and European Macro-regions.
- Observation and monitoring of territorial trends and dynamics within Europe as a basis for policy consideration covering the entire European territory, its regions and cities as well as European Macro-regions and cross-border entities.
- Development and maintenance of a “toolbox” relevant for information and use of the territorial evidence base for policy making including data and indicators in the ESPON Database as well as tools for territorial analyses, urban benchmarking, mapping, etc.
- Outreach activities at European level as well as in the transnational and national context in order to promote the European perspective of territorial development and cohesion.

As an important element in the renewal of ESPON, the ESPON EGTC has been equipped to serve ongoing policy processes upon demand to deliver rapid analytical responses such as short papers, policy briefs, etc. based on the ESPON evidence base. At the same time, the ESPON EGTC is as a legal entity bound to a sound management and implementation of its activities.

Within the framework of ESPON 2020 programme and in order to ensure a more streamlined and efficient administration, the ESPON EGTC as a single beneficiary is using public procurement procedures and service contracts to carry out its activities.

The jobs for trainee

The ESPON EGTC offers a five-month period of training for students in the final stage of their university studies related to territorial development and planning, geography, regional economics, European studies, political science, financial management and/or other relevant fields.

The work in the EGTC is organised in two Units each dealing with a key area of implementation of the ESPON 2020 Programme: (1) Unit on Evidence and Outreach and (2) Unit on Administration and Management.

The trainee will mainly be involved in tasks related to the first Unit on Administration and Management.

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The work in the Unit on Administration and Management 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.

Trainees will have the opportunity to attend European events with ESPON involvement taking place in and outside of Luxembourg.

Allowance

An allowance of 1.100 Euro per month will be offered 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 reimbursed¹ by ESPON EGTC on the basis of real expenses made by the trainees for their travel from their 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.

Your profile

You are 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 Norway, Switzerland, Iceland or Liechtenstein (full partners in the ESPON 2020 Programme).

Applicants should demonstrate:

- 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.

¹ Specific travel reimbursement rules will be provided to the selected candidates.

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- 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.

For the applicants interested in the traineeship related to Unit on Administration and Management, motivation for learning and contributing to management, financial and administrative tasks is a key and 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 in English – 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 the above mentioned documents are to be sent by e-mail to traineeship@espon.eu.

Please specify in the subject of the e-mail the following information: “First Name, Last Name – Traineeship B*”.

Deadline for submitting an application is 27 October 2017

You will be informed by mid November 2017 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.

Further information

You can get further information about the job and the ESPON EGTC by contacting traineeship@espon.eu.

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ESPON 2020 – More information

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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.