



Clean Hydrogen Joint Undertaking VACANCY NOTICE

Traineeship in the Finance and Administration Unit 2024/2025

The Clean Hydrogen Joint Undertaking (Clean Hydrogen JU) operates a traineeship programme.

The traineeship programme is addressed to university graduates including those who, in the framework of lifelong learning, have recently obtained a university diploma and are at the beginning of a new professional career.

The aim of the programme is to:

- provide young university graduates with a unique and first-hand experience of the Clean Hydrogen Joint Undertaking (the JU);
- provide an understanding of the objectives and tasks of the JU;
- enable trainees to acquire practical knowledge of the Clean Hydrogen JU and the regulatory framework of an EU body; and to obtain professional experience in the course of their work.
- provide the opportunity to young university graduates to put into practice knowledge acquired during their studies, and in particular in their specific area of competence.

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](#)¹

The trainee 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 body in an international environment.

The Clean Hydrogen JU is organising this call for one traineeship position.

The trainee will provide support to the Finance and Administration Unit, in particular in the field of **public procurement**.

The successful candidate will have an academic background in law, finance, European studies, business or

¹ as it continues to apply to the framework of the Clean Hydrogen Joint Undertaking in accordance with the Governing Board 'Decision (no. CleanHydrogen-GB-2021-03) of 17/12/2021 adopting the transfer of decisions of the Fuel Cells and Hydrogen 2 Joint Undertaking's Governing Board to Clean Hydrogen Joint Undertaking'

public administration, economics or any other relevant field.

Your role:

As a trainee in the Finance and Administration Unit, you will:

- support the Unit in the collection and analysis of procurement data;
- assist with the preparation of regular and ad hoc reports;
- contribute to the development of internal processes, methodologies and documentation related to procurement data management, including the development of an implementation and reporting tool for public procurement;
- work closely with all parties involved in procurement processes, both inside and outside the Unit;
- participate in various steps in public procurement procedures, for example by carrying out market research.

Eligibility criteria:

- Be a national of a Member State of the European Economic Area (the Member States of the European Union, Iceland, Liechtenstein and Norway);
- be entitled to his/her full rights as a citizen;
- produce the appropriate character references as to his/her suitability for the performance of his/her duties (extract from the 'judicial record' or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform his/her duties;
- very good knowledge of at least two European Union languages of which one should be the working language of the JU (English);
- have completed at least the first (minimum three-year) cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications.
- have not previously benefited or benefit from any kind of traineeship within a European institution or body, or, had or have any kind of employment within a European institution or body.

Please note the following:

- Age limit:

No age limit is imposed on the candidates for traineeships; however, as a matter of priority, traineeships are offered to recent university graduates.

- UK nationality:

Due to the withdrawal of the United Kingdom from the European Union on 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another participating EU Member State, are not eligible.

Selection Criteria:

Essential:

- a bachelor's degree or higher in one of the following fields: law, finance, European studies, business

or public administration, economics or any other relevant field

- good analytical skills;
- a good knowledge of the MS Office suite, in particular Office 365;
- excellent knowledge of written and spoken English.

Desirable:

- a general interest in European affairs, and working in an EU public administration;
- good writing skills and experience in preparing various types of communications, notes, presentations, emails

Grant:

The trainees are awarded a monthly grant of **1376,89 EUR** net 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.

Insurance:

The JU does not cover sickness nor accident insurance and trainees must enroll or provide proof that they have such insurance prior to the start of their traineeship at the JU.

How to apply:

The placement is for a period of 6 months.

Interested candidates should send a **motivation letter** in English together with their **CV in Europass¹ format**, as well as a copy of their **university degree** by e-mail to recruitment@clean-hydrogen.europa.eu at the latest by **15 July 2024**.

¹ <https://europass.europa.eu/en/create-europass-cv>

Indicative timing

Period for receipt of applications ¹	By 15 July
Screening/telephone contact with pre-selected candidates (indicative)	15 – 31 July 2024
Contract issued (indicative)	By 31 August 2024
Start of traineeship	The traineeship period may start any time between 2 nd and 30 th September 2024

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

Please note that the personal information Clean Hydrogen JU requests from candidates will be processed in line with Regulation (EU) 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 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 Clean Hydrogen JU.

[Clean Hydrogen JU Privacy Statement](#)

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