



Clean Hydrogen Joint Undertaking

VACANCY NOTICE

Traineeship – 2025/2026

The *Clean Hydrogen Joint Undertaking* (referred to as the Clean Hydrogen JU or the JU) operates a traineeship programme.

The trainee 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 recent university graduates with a unique and first-hand experience of the Clean Hydrogen Joint Undertaking;
- 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.
- To provide the opportunity to recent 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 trainees¹](#)

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.

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'

- 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 in particular in the field of **legal and administrative affairs**.

Your role:

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

- assist with the preparation of registries / manual of procedures / repositories, where the body of: internal rules, decisions or other applicable guidance, is documented and properly organised ;
- conducting legal research and analysis on EU and international law, particularly in areas relevant to compliance, regulatory, procurement and grants matters;
- reviewing and drafting JU decisions, agreements, MoUs, guidance notes, templates or other legal documents within the JU's remit;
- documenting procedures under the supervision of the Legal Officer, in line with document management policies;
- creating registries for legal documents.
- registering consultations in the electronic document management system and archive documents, and monitoring functional mailboxes;
- take on additional tasks as required in the interest of the service.

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 an European institution or body, or, had or have any kind of employment within an 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 **1493.36 EUR** net and may pay a travel allowance¹ 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:

Health and accident insurance is mandatory. Trainees shall be responsible for organizing their own insurance against accident along with health cover and any insurance required for family members for the duration of the traineeship.

How to apply:

The placement is for a period of 6 months.

Interested candidates should send:

- a **motivation letter** in English
- a **CV in Europass format**,
- a copy of their **university degree**

by e-mail to recruitment@clean-hydrogen.europa.eu at the latest by **15/08/2025**.

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 Trainees whose place of origin is more than 50km from the place of employment are entitled to a reimbursement of travel expenses incurred at the beginning and end of the traineeship. Travel allowances are paid at the end of the training period, provided the trainee has completed a minimum of 6 months of the traineeship.