



## **Call for interest - n°2021/STG/AGRI/2 Trainee for Agriculture and Rural Development parliamentary committee**

### **Job details**

Contract duration:	<b>5 months traineeship</b>
Hours per week:	<b>40</b>
Job Location/Country:	<b>Brussels/Belgium</b>

### **Approximate timetable**

Application open until:	15 May 2021
Candidates shortlisted by:	July 2021
Traineeship starting date:	9 September 2021

### **About the EPP Group**

The Group of the European People's Party (Christian Democrats) (EPP) is the largest political group in the European Parliament. It brings together center and center-right pro-European political forces from the Member States of the EU, coming together to advance the goal of a more competitive and democratic Europe, closer to its citizens, and a social market economy. Its multinational secretariat provides political, administrative and technical support to its Members.

### **Department**

With a view to promoting the dissemination of knowledge on European integration and to contributing to young Europeans' education and professional training, the EPP Group offers traineeships in its Secretariat.

This paid traineeship is an opportunity to gain a unique experience in the Parliamentary Work Directorate - Agriculture and Rural Development parliamentary committee.

Our traineeships aim to provide university graduates or student with experience of working in a political organization and practical knowledge of the activities of the EPP Group and of the European Parliament in particular linked to the EU agriculture and rural development policies.

In addition, the traineeship offers an excellent opportunity to gain experience in an international, multi-lingual and multi-cultural environment.

### **Job description**

Trainee will participate in, contribute and follow up of the legislative work of the Agriculture and Rural Development parliamentary committee.

The main tasks are the following:

- attending and helping with organization of meetings and various events;
- drafting notes, reports and other documents linked to the agriculture and rural development policies of the EU;
- translating and/or proofreading documents;
- conducting research, etc.;
- contributing to projects.

All the above tasks and projects are carried out under the supervision of the trainee's supervisor.

### **Job requirements**

The applicants for traineeships must:

- be a national of a Member State of the European Union or of an associated or candidate country;
- have a very good knowledge of two official EU languages, of which one should be one of the EU working languages i.e. English, French or German (at least at **B2 level**);
- not have been granted a paid traineeship in the EU Institutions or not have already been in gainful employment after the completion of their studies;
- candidates must have a university degree, have completed three years of study (at least six semesters) at a university or an equivalent institute of higher education related to agriculture, rural development or other relevant fields.

### **Compensation & benefits**

- monthly allowance of 1.400 EUR to cover living costs in Brussels;
- reimbursement of mission costs (travel and accommodation) to attend one plenary session of the European Parliament in Strasbourg, however, it's conditioned to development linked to COVID-19 sanitary crisis. (Please note that on the date of the publication of this call, the plenary sessions are taking place in Brussels);
- EPP Group has taken on trainee's behalf a compulsory, primary sickness and accident insurance.

**Due to the COVID-19 pandemic, the work during traineeship will be arranged either remotely or in presence following recommendations issued by Belgian authorities. In case the traineeship would be conducted remotely, telework can only be done from Brussels.**

## **General admission conditions**

### **CANDIDATES MUST FULFIL THE FOLLOWING CONDITIONS:**

- be a national of one of the Member States of the European Union or of an associated or candidate country;
- enjoy their full rights as a citizen (have no criminal record);
- meet the character requirements for the duties involved.

## **General terms**

The EPP Group ensures that applicants' personal data are 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, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

**The EPP Group is an equal-opportunities employer and encourages applications from young people with disabilities who fulfil the above requirements.**

## **INSTRUCTIONS TO CANDIDATES**

### **1. RECOMMENDATIONS**

**Before filling in the online application form, please read the following instructions carefully.**

### **2. SUPPORTING DOCUMENTS REQUIRED**

Candidates **must** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application form.

Please note that the Selection Committee will base its decisions **solely** on the information given on the application form **and** substantiated by the supporting documents attached to it.

Candidates **must attach to the application form** the copies of the following documents:

- university studies diploma(s) OR a certificate proving that the applicant completed at least six semesters at a university;
- letter of recommendation from a university professor;
- letter of recommendation from a political figure (local, national or European) belonging to the EPP family is not mandatory but could be an asset to your candidature;
- documents proving the knowledge of the languages (certificates and diplomas);
- ID card or Passport.

All claims regarding the candidate's linguistic knowledge must be backed up by certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.

### 3. HOW TO APPLY

If you wish to apply for the traineeship please:

1. Complete in English the online application form available on our website: [https://www.eppgroup.eu/about-us/traineeships-programmes\\_or](https://www.eppgroup.eu/about-us/traineeships-programmes_or) via the URL link available at the end of this document. Should you encounter any problems with the opening of the URL links included in this document, please download it first on your device.

Please note that under the section "Professional experience" you should press "Delete" button in case you do not have any previous professional experience.

2. Upload your photo in JPEG, PNG or GIF format (maximum size is 500 KB).

3. Upload in PDF format a table of contents.

Note that each page of the supporting documents attached to your application must be numbered and one single table of contents giving a description of each document and the corresponding page number(s) must be included.

4. Upload in PDF format the supporting documents grouped into 5 separate files:

- proof of education (copy of your diplomas & other certificates);
- proof of professional experience (**if any** previous traineeships or jobs; please note that this entry is not compulsory for a trainee's position);
- proof of linguistic knowledge (for language certificates or your own declaration of linguistic skills);
- ID card/Passport;
- other documents (recommendation letters and other documents or details relevant to your application).

Note that the maximum size of attachment is 5 MB per file.

5. Click on the "Submit" button. You will receive shortly afterwards an acknowledgement email confirming that we have received your application.

It is the candidate's responsibility to inform the Selection Committee's secretariat in writing to the here under e-mail address, and in due time, of any change in personal data and/or address.

All correspondence relating to the selection procedure will be sent to the e-mail address indicated by the candidate in the application form.

Any urgent communication from the candidates must be transmitted to the Selection Committee's secretariat by email [epp-recruitment@europarl.europa.eu](mailto:epp-recruitment@europarl.europa.eu)). Candidates are asked **NOT TO TELEPHONE**.

**Candidates are asked to apply ONLY FOR ONE of the currently open calls for trainees. In case, you apply for more than one call, the Selection Committee will consider only application for the specialised call and will disregard your second application.**

#### **4. ADMISSION TO THE SELECTION PROCEDURE**

The selection will be based on qualifications.

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.

2. Candidates who:

- do not meet the conditions for admission and traineeship requirements;
- do not duly complete the online application form;
- do not attach the supporting documents proving their qualifications and linguistic skills required;
- do not attach a copy of the ID Card/Passport;

will be eliminated.

#### **5. INCLUSION ON THE LIST OF SUITABLE CANDIDATES**

1. The Selection Committee will consider the applications, draw up the list of candidates who meet the traineeship requirements and whose qualifications and studies best match the traineeship tasks to be carried out. It will base its decision on the information given on the application form and substantiated by the supporting documents attached to it.

2. Candidates will receive an e-mail informing them of the Selection Committee's decision on whether they have been accepted for a traineeship. Should this not be the case, please make sure to check your spam folder.

3. If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.

#### **6. CONDITIONS OF PLACEMENT AS A TRAINEE**

Candidates included on the list of accepted candidates will be informed and requested to accept the traineeship offer with the EPP Group.

Please note that your selected option of the department in which you would like to make your traineeship does not constitute an automatic placement in a chosen department(s). The decision is taken by the Selection Committee with taking into account the availability of the traineeship positions and needs of the Group.

Link to the online application form:

[https://resourcemanager-15906b93296.secure.force.com/cxsrec\\_cxsSearchApply?positionId=a0t1n000007AmUW&formId=a001n000268cYu](https://resourcemanager-15906b93296.secure.force.com/cxsrec_cxsSearchApply?positionId=a0t1n000007AmUW&formId=a001n000268cYu)