

15 July 2016

## **Traineeships at the ESPON EGTC, Luxembourg**

The ESPON EGTC is looking for **two** trainees for a period of 5 months to join our international team, preferably starting in second half of September 2016.

### **The ESPON 2020 Programme**

The ESPON 2020 Programme aims at promoting and fostering a European territorial dimension in development and cooperation by providing evidence, knowledge transfer and policy learning to public authorities and other policy actors at all levels. The mission of the ESPON 2020 is to 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 main objective of the ESPON 2020 Programme is to support the effectiveness of EU Cohesion Policy and other sectoral policies and programmes under European Structural Investment (ESI) funds as well as national and regional territorial development policies, through the production, dissemination and promotion of territorial evidence covering the entire territory of the 28 EU Members States, as well as 4 Partner States of Iceland, Liechtenstein, Norway and Switzerland.

In order to fulfil the strategy, mission and objectives related to the ESPON 2020 Programme, the programme implementation is framed within two Priority Axes:

- Priority Axis 1: Territorial Evidence, Transfer, Observation, Tools and Outreach
- Priority Axis 2: Technical Assistance (TA)

Five specific objectives are guiding the implementation of the ESPON 2020 Programme:

- Specific Objective 1: Enhanced production of territorial evidence through applied research and analyses.
- Specific Objective 2: Upgraded knowledge transfer and use of analytical user support.
- Specific Objective 3: Improved territorial observation and tools for territorial analyses.
- Specific Objective 4: Wider outreach and uptake of territorial evidence.
- Specific Objective 5: Leaner, and more effective and efficient implementation provisions and more proficient programme assistance.

The ESPON 2020 Programme is the third generation of ESPON. The budget of this programme amounts to around 49 million Euros in total. All 28 EU Member States as well as Iceland, Liechtenstein, Norway and Switzerland are partners in the programme, which is managed by the Ministry of Sustainable Development and Infrastructures, Department for Spatial Development of Luxembourg. The European Commission is playing an active advisory role during the programme implementation.

### **The ESPON EGTC**

The ESPON EGTC was established as legal body to support policy development with European territorial observation and evidence. In delivering this mission, the ESPON EGTC undertakes the role of Single Beneficiary of the ESPON 2020 Cooperation Programme. EGTC stands for European Grouping of Territorial Cooperation (EGTC) and was established in 2006 as the first European cooperation structure with a legal personality defined by European Law designed to facilitate and promote territorial cooperation (cross-border, transnational and interregional cooperation), in view of strengthening the economic and social cohesion of the European territory.

The ESPON EGTC is responsible for implementing the activities carried out under the above-mentioned specific objectives 1-5, including public procurement processes, call for tenders, evaluation of tenders, progress reports, annual work plans etc. In addition, the EGTC carries out a number of targeted communication and outreach activities and events aimed at the main target groups and stakeholders as well as a wider audience.

The ESPON EGTC will have 18 staff members and 2 trainees during the fall 2016 period.

The ESPON EGTC is located in Luxembourg - Kirchberg, 10-15 minutes by bus from the central train station and the city centre.

### **The jobs for trainees**

The ESPON EGTC offers a five-month period of training for young academics 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 the implementation of the ESPON 2020 Programme: (1) Unit on Evidence and Outreach and (2) Unit on Administration and Management. One trainee will mainly be involved in tasks related to the first unit (Traineeship A) while the other trainee will mainly be involved in tasks related to the second unit (Traineeship B).

The work in the Unit on Evidence and Outreach will include a variety of tasks, among others involvement in development of Terms of Reference for applied research, targeted analyses activities and tools, preparation of kick-off meetings with service providers and stakeholders. This will also include financial, administrative and dissemination work related to the newly launched calls for tenders in the ESPON 2020 Programme, as well as supporting the evaluation of

submitted tenders and proposals. In addition, the trainees will also be involved in communication activities, and will support the organisation of events, such as seminars, workshops and conferences, and producing a variety of publications and material.

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

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

### **Allowance**

An allowance of 1.400 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.

### **Your profile**

You are a full time student registered at a university during the entire period of the traineeship and carry a passport from Member States 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 Cohesion Policy, regional policy and/or spatial development and planning, geography, regional economics, European studies, political science, public administration, communications and/or other fields related to territorial development (for the Unit on Evidence and Outreach).
- 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.

For applicants interested in the traineeship related to Unit on Evidence and Outreach: (1) motivation to content-related tasks and project development and management, (2) experience in desk research (i.e. finding relevant information or literature and synthesising it) and (3) good writing/drafting skills, will be key assets. Experience and skills for (4) lay-outing and mapmaking (Adobe Illustrator, Adobe InDesign and ArcGIS) will be considered as an advantage.

For applicants interested in the traineeship related to Unit on Administration and Management, motivation for learning and contributing to management, financial and administrative tasks is key and candidates with (1) skills and flair for accountancy, (2) motivation for administration, legal issues and auditing as well as (3) project management and financial management, including public procurement, will have preference.

For both trainees, interest in tasks related to communication and outreach on programme activities, communication competences and experience in preparing presentations and organizing events will be considered an advantage.

## **How to apply**

Your application shall include the following:

- A motivation letter in English – not 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 at the ESPON Website).

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

Please specify in the subject of the e-mail the following information: "Your First Name and Last Name – Traineeship you are applying for\* - ESPON TRAINEESHIP APPLICATION".

- \*Traineeship A: Unit on Evidence and Outreach.
- \*Traineeship B: Unit on Administration and Management.

## **Deadline for submitting an application is 16 August 2016**

You will be informed by end of August 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](mailto:traineeship@espon.eu).

### ESPON 2020 – More information

ESPON EGTC

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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.