



Traineeships in the Directorate General Administration

Reference 2018-191-TRA

Type of contract	Traineeship of between 3 and 12 months in total
Who can apply	EU nationals eligible for our traineeship programme (https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html)
Salary	The trainee grant is €1,050 per month plus an accommodation allowance.
Working time	Full-time
Place of work	Frankfurt am Main, Germany
Closing date for applications	04 September 2018

Your team

You will be part of the Directorate General Administration, which is responsible for facility management services throughout the European Central Bank (ECB). We provide infrastructural, technical and security facility management services as well as real estate, space and construction project management services. Furthermore, we coordinate the ECB's environmental management system and all occupational health and safety activities. Our Directorate General is divided into three divisions and one section: the Administrative Services Division, the Premises Division, the Security and Safety Division and the Facility Management Business Support Section.

To further enhance the diversity of our team, we particularly encourage applications from female candidates.

Your role

As a trainee in the Directorate General Administration you will be a member of one of the units or teams described below.

1 Facility Management Business Support Section: Environmental Management

As a trainee you will:

- help to develop and maintain the ECB's environmental management system (EMS) in accordance with the ISO 14001 standard and the EU Eco-Management and Audit Scheme (EMAS);
- develop internal and external communications materials on activities related to environmental management, such as the ECB's environmental statement and staff awareness-raising campaigns;

- support the ECB's Environmental Representatives in their EMS-related work, including internal environmental verifications;
- help to organise staff events and campaigns as well as internal and inter-institutional meetings and workshops on environmental issues;
- carry out administrative and auxiliary tasks, such as collecting and analysing environmental data, ensuring that processes are documented appropriately, and evaluating information to be presented in accordance with the needs of relevant of stakeholders.

2 Facility Management Business Support Section: Occupational Safety and Health Management

As a trainee you will:

- contribute to developing a culture in which risks to safety are managed systematically and foster the implementation of preventive measures and controls;
- assess the risks and opportunities arising from applying a management system which complies with the new ISO 45001 standard;
- develop internal and external communications materials on safety-related activities at all levels of the organisation;
- support the ECB's safety team in its work, including internal safety risk assessments and site verifications;
- help to organise staff events and campaigns on safety issues;
- participate actively in the work of the Section.

3 Facility Management Business Support Section: Public Procurement Management

As a trainee you will:

- help to provide a procurement service in line with the ECB's procurement rules and procedures;
- help to carry out tender competitions in compliance with the ECB's procurement rules and best practices;
- help to prepare invitations to bid and requests for proposals and quotes;
- receive and review bids or proposals and assess whether they comply with requirements;
- help to collate information on supplier performance, including for reports;

- check and review market sources and vendors to ensure that pricing in procurements is as competitive and as cost-effective as possible;

4 Administrative Services

As a trainee you will:

- carry out administrative and auxiliary tasks, such as supporting operational service management and documentation, reporting, ensuring that processes are documented appropriately, evaluating information to be presented to management and supporting the definition of procurement specifications;

- conduct research and present results in accordance with relevant stakeholders' needs;

and collate information on supplier performance, including for reports; >

- maintain information, data and files, and scan documents.

5 Premises Division: Art Collection Projects

As a trainee you will:

- help to coordinate copyright agreements with artists and galleries;

- help to produce high-resolution images of artworks;

- help to draft texts on artworks and adjust written texts to make them suitable for audio;

- help to coordinate the editing of art-related information and enter it into a content management system;

- help the Art Project Office to organise special events, such as exhibitions.

6 Premises Division: Corporate Real Estate Management

As a trainee you will:

- support strategic planning activities in line with the Division's vision and mission statement;

- help to assess areas related to internal performance metrics – such as the balanced scorecard – and help to analyse strengths, weaknesses, opportunities and threats (SWOT analysis) and key performance indicators;

- help to structure and report on costs associated with tracking key performance indicators;

- help to develop and maintain a divisional benchmarking structure and relevant modules of the

ECB's SAP enterprise resource planning system;

- help to develop data management-related concepts for the ECB's own and leased premises;
- help to analyse data and evaluate results.

7 Premises Division: Space Management

As a trainee you will:

- support strategic planning activities, in line with the Division's vision and mission statement;
- help to assess areas related to internal performance metrics – such as the balanced scorecard – and help to analyse strengths, weaknesses, opportunities and threats (SWOT analysis) and key performance indicators;
- help to structure and report on costs associated with tracking key performance indicators;
- help to develop and maintain a divisional benchmarking structure and relevant modules of the ECB's SAP enterprise resource planning system;
- help to develop data management-related concepts for the ECB's own and leased space;
- help to analyse data and evaluate results.

8 Premises Division: Technical Facility Management

As a trainee you will:

- collect data and enter it into systems;
- help to develop a method for analysing data and summarising results in a report, identifying areas where energy could be managed more efficiently;
- help to organise projects by supporting activities related to accounting and budgets, and managing contract costs, invoice payments and claims.

9 Premises Division: Technical Facility Management – Audio Services

As a trainee you will:

- help to analyse and optimise the team's daily processes;
- support the ECB's main building improvement project by helping to implement a centralised media controller system;

- help to plan a new presentation switching and distribution system for the ECB's other premises;
- support activities related to contract management by drafting tender specifications.

10 Security and Safety Division: Physical Security (non-IT related)

As a trainee you will:

- help to optimise and implement the security risk management framework, the incident management framework, service level agreements and key performance indicators.

Each position offers you an excellent opportunity to work in a dynamic team and experience how best practices in the field of facility management services are implemented and maintained on a daily basis. You will be part of a multicultural team that strives for continuous innovation to make a positive impact on the lives of European citizens.

Qualifications, experience and skills

Essential:

- a bachelor's degree or higher with a specialisation or focus in one of the following fields: environmental protection and/or sustainability management and communication, accounting, finance, business administration or public administration, law, engineering, organisational development, risk management, business continuity management, or information technology; or, if your first degree is not in this field, an ongoing or completed postgraduate diploma, master's degree or higher degree in any of these subjects;
- general knowledge of one or more of the following areas: environmental management and/or environmental communication, safety and health, budget planning and control, project planning and control, organisational development, accounting (financial reporting), information technology, operational risk management, and business continuity management;
- an advanced command of English and an intermediate command of at least one other official language of the EU.

Desired:

- a working knowledge of MS Office, in particular Word, Excel, PowerPoint and Outlook; knowledge of other software applications such as MS Access, MS Project and SAP;
- experience with drafting and presenting concisely;
- for the traineeship in the Art Collection Projects team, experience in drafting texts on contemporary artists and their work and experience in the contemporary art market.

You are curious and eager to learn, and want to further develop your ability to analyse complex

information. You are keen to collaborate with others, pursue team goals and learn from other people's diverse perspectives. You strive to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

Further Information

We are looking for several young professionals who would like to work as trainees in one of the teams described above for between six and twelve months. You are invited to express a preference for no more than two projects or teams. The traineeships are expected to start on or after 1 October 2018, and no later than 1 March 2019. The traineeship in the Art Collection Projects team is expected to start on 1 November 2018.

The recruitment process for these positions may include a pre-recorded video interview at the pre selection stage and – if you are invited to participate further in the selection procedure – a video conference or telephone interview.

Application and selection process

For further information on how to join us,

<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>.