



VACANCY NOTICE

KDT JU TRAINEESHIP – 2022

Reference: KDT-2022-01-Trainee

The KDT Joint Undertaking (KDT-JU) operates a traineeship programme. The programme gives trainees an understanding of the KDT JU and its role within the activities of the European Union, enables them to acquire practical knowledge of the KDT-JU and its regulatory framework and to obtain professional experience in the course of their work. More information at: www.kdt-ju.europa.eu

Detailed rules on traineeship are available in Annex.

The trainees will have an opportunity to:

- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence.
- Acquire practical experience and knowledge of the day-to-day work of an EU organisation in an international environment.
- Work in a multicultural and multilingual environment, contributing to the development of mutual understanding, trust and tolerance.
- Experience professional life and its constraints, duties and opportunities.

The KDT-JU offers on-the-job training opportunities in different units, for candidates with background or career development goals in the mentioned topics:

Communications.

- Public Relations and communication, in both public and private sectors.
- Graphic design (using industry-standard Adobe tools).
- Digital media (web site support, social media).
- Events' organisation.

Operations:

- Operational aspects of public funding: preparation of calls for proposals,
- Evaluation and selection of proposals.
- Contract monitoring and follow-up of projects, reporting.
- Administrative support to Programme Officers.

Administration (audit and internal control):

- Audit planning, follow up of audit engagements and audit recommendations;
- Support to the risk assessment exercise and internal control monitoring;
- Compliance and administrative support on HR (recruitment procedure).

Requirements:

- Possession of a university degree at the time of applying. Candidates must provide copies of the diplomas or other relevant certificates.
- An excellent command of oral and written English and one or more other official Union languages.
- Good communication skills (writing and oral) and capacity to respond in time to urgent situations.
- Very good knowledge of Microsoft tools.

Candidates should be national of a Member State of the European Economic Area (the 28 Member States of the European Union plus Iceland, Liechtenstein and Norway).

Grant:

The KDT-JU offers a monthly grant of **1 252,68 €** net per month 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.

The placements are for a period of maximum 6 months.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the grant they receive from the KDT-JU by virtue of the laws in force in the State concerned.

The KDT-JU does not cover sickness nor accident insurance and trainees must take out such insurance prior to the start of their traineeship at the KDT-JU.

How to apply:

Interested candidates should send a motivation letter in English together with their CV in EU format and a copy of their university degree by e-mail to vacancies@kdt-ju.europa.eu at the latest by **20 July 2022, at 12.00 (noon)**.

Selection Procedure/ Selection Criteria :

Applications have to fit with requirement in the present Vacancy Notice.

After analysis of CVs, the more suitable candidates will be invited to an interview.

The KDT-JU will constitute a reserve list of potential trainees and will offer a trainee position when a position is available.

Indicative timing:

The present call is to select trainees to take duty within the year 2022.

Deadline	20 July 2022 at 12.00
Contact with preselected candidates (indicative)	16 August 2022 – 15 September 2022
Indicative start date of traineeship	16 September 2022 – 31 December 2022

The KDT-JU takes care to avoid any form of discrimination in its procedures.

Independence and Declaration of Interest

Successful candidates will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to their independence. Candidates must confirm their willingness to do so in their application.

Annexes

- Annex 1 – Decision of the KDT-JU laying down rules on the use of trainees ¹
- Annex 2 – KDT-JU Privacy statement

¹ KDT-JU has replaced and succeeded to ECSEL JU. The decision of ECSEL Governing Board laying down rules on the use of trainees continues to apply to KDT-JU (decision KDT Governing Board 2021.03).

Annex 2 - KDT-JU Privacy statement

The KDT JU, like other EU institutions, bodies, agencies and offices ([EU institutions](#)), may process your personal data (also known as personal information) for a number of reasons, from dealing with public requests for information, staff matters, procurement contracts, grant agreements etc.

This privacy statement governs the processing of your personal data on the basis of the European Regulation (EU) N°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 on the free movement of such data (“**EUI-GDPR**”) by KDT Joint Undertaking set up by Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the KDT Joint Undertaking as part of your job application with us (as temporary agent (TA), contract agent (CA), seconded national expert (SNE), interim staff or trainee).

1. WHO ARE WE?

- 1.1. Your personal data are processed on the basis of applicable data protection legislation by KDT Joint Undertaking, located Avenue de la Toison d’Or, 1060 Brussels, Belgium (“**Joint Undertaking**”, “we”, “us”, “our”). You can contact us via e-mail at dpo@kdt-ju.europa.eu
- 1.2. Where reference is made in this Applicants’ Privacy Policy to laws or regulations, possible amendments to these laws or regulations are implicitly included.
- 1.3. We reserve the right to change and adapt this Applicants’ Privacy Policy on our own initiative. In that case, those changes will be communicated to you via e-mail. If you do not agree to the changes, you can withdraw your consent.

2. WHICH OF YOUR PERSONAL DATA DO WE PROCESS?

2.1. When you apply for a job (selection process), we process:

- Identity information you provide us with, such as your first name, last name, birthdate, preferences and interests;
- Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number;
- Resume information you provide us with, such as your employer, professional experience, education, skills and references;
- Results of the selection process
- Any other personal data you provide us with to support your job application or to allow the verification of the eligibility and selection criteria laid down in the vacancy notice.

2.2. For the recruitment process, we process:

- All the information from the selection process mentioned above;
- Documents verifying nationality;
- Family situation;
- Documents verifying appropriate character references (in accordance with Article 12(2) and 82(3) of CEOS);

- Document sent from the Commission Medical Service indicating that the selected candidate is physically fit or not to perform the job;
- PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS;
- Originals of the extracts of criminal record/attestation of good behavior;
- Any other personal data you provide us with.

2.3. We receive most of your personal data directly from you, but it may happen that our HR department includes additional information in your job application or that we receive information from a recruitment agency. In such case, the agency is responsible to provide you with the information in this Applicants' Privacy Policy. Also, we advise you to consult the privacy policy of the recruitment agency.

2.4. We do not intend to process sensitive personal data about you, such as information revealing your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of unique identification, data concerning health, sex life or sexual orientation. If such information is necessary for your job application, we will ask for your consent separately. If you nevertheless provide us with such information on your own initiative, we will derive your explicit, freely given, specific, informed and unambiguous consent to the processing of this data. Personal data concerning health (medical data) are processed by the Medical Service of the European Commission.

2.5. Candidates failing to provide compulsory data as requested in the vacancy notice will be excluded from the selection process.

3. FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR THIS?

3.1. We process your personal data for selection and recruitment purposes so that you are able to apply for a job with us at this moment or in the near future, as well as to keep track of your details in this context and to follow up on your application. We rely on your consent for this processing activity. We also rely on Article 2(a) and (f), 3(a), 12, 82 and 86 of CEOS. If special categories of personal data are processed, we may rely on the derogation explicit consent (Art. 10(2)(a) of Regulation (EU) 2018/1725) or Article 137(3) of the Financial Regulation (for criminal records).

4. TO WHOM DO WE SEND YOUR PERSONAL DATA?

4.1. We may share your personal data with third parties in order to process your personal data for the purposes outlined in Article **Error! Reference source not found.** above. Third parties are only allowed to process your personal data on our behalf and upon our explicit written instruction. We also warrant that all those third parties are selected with due care and are committed to observing the safety and integrity of your personal data.

4.2. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.

4.3. We do not send your personal data in an identifiable manner to any other third party than the ones mentioned in Articles **Error! Reference source not found.** and **Error! Reference source not found.** without your explicit consent to do so. However, we may send anonymized data to other organizations that may use those data for improving our job application process.

5. WHERE DO WE PROCESS YOUR PERSONAL DATA?

5.1. We process your personal data within the European Economic Area (EEA).

6. WHAT QUALITY ASSURANCES DO WE COMPLY WITH?

6.1. We do our utmost best to process only those personal data which are necessary to achieve the purposes listed under Article 3. **Error! Reference source not found.** above.

6.2. Your personal data are only processed for as long as needed to achieve the purposes listed under Article 3 above or up until such time where you withdraw your consent for processing them. If you are recruited, your personal data are kept for 10 years after termination of employment. If you are not recruited, your personal data are kept for 5 years after expiry of the reserve list. If you are not on a reserve list, your personal data are kept for 5 years after the notification of non-selection.

6.3. We will take appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss tampering or destruction. Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject to confidentiality obligations. You understand, however, that safety and security are best efforts obligations which can never be guaranteed.

7. WHAT ARE YOUR RIGHTS?

7.1. You have the right to request access to all personal data processed by us pertaining to you.

7.2. You have the right to rectification, *i.e.* to ask that any personal data pertaining to you that are inaccurate, are corrected.

7.3. You have the right to withdraw your earlier given consent for processing of your personal data.

7.4. You have the right to erasure, *i.e.* to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined in Article 3 above or if you withdraw your consent for processing them.

7.5. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.

7.6. You have the right to object to the processing of personal data if the processing by us is necessary for the performance of a task carried out in the public interest, unless if we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

7.7. You have the right to data portability, *i.e.* to receive from us in a structured, commonly-used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.

7.8. If you wish to submit a request to exercise one or more of the rights listed above, you can contact us by sending an e-mail to dpo@kdt-ju.europa.eu . An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should meet the following conditions:

- State clearly which right you wish to exercise; and
- Your request should be accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received your request. If the request meets the conditions above and proves valid, we will honor it as soon as reasonably possible and at the latest thirty (30) days after having received your request.

If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to dpo@kdt-ju.europa.eu . If you remain unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor (<https://edps.europa.eu>).