



EUROPEAN CENTRAL BANK

EUROSYSTEM

## **Position Details**

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### **Traineeships in the EU Institutions and Fora Division**

**Reference** 2017-012-TRA

#### **Function**

The EU Institutions and Fora Division is seeking applications from recent graduates and/or PhD students who have completed at least two calendar years of their PhD studies for six-month traineeships.

The EU Institutions and Fora Division is part of the Directorate General International and European Relations. The Division maintains working relations with, and monitors the activities of, relevant EU institutions (e.g. the European Commission, the European Parliament and the ECOFIN Council as well as associated fora including the Eurogroup, the Economic and Financial Committee, the Economic Policy Committee and the Macroeconomic Dialogue). It also prepares ECB policy positions and briefings relating to the non-macroeconomic internal and external policies of the EU and the euro area as well as institutional issues, in particular on the economic governance of Economic and Monetary Union (EMU) and banking union. The Division coordinates the discharging of the ECB's accountability obligations towards the European Parliament and the Council of the EU, including the ECB's supervisory activities.

The successful applicants will be entrusted with one or more of the following tasks:

- monitoring and analysing issues related to EU integration and governance, ECB accountability, and the EU's internal and external policies from a central bank perspective;
- monitoring and analysing activities of relevant EU institutions (e.g. the Council of the European Union, the European Commission and the European Parliament);
- preparing notes or assessments on issues falling within the Division's competencies with a view to briefing senior ECB staff and decision-making bodies and/or possible publication;
- contributing substantially to the Division's research agenda, to complex policy dossiers handled by the Division's experts and to discussions on academic methodology and techniques;
- giving presentations at internal seminars organised by the Division.

#### **Qualifications and experience**

Applicants must have the following knowledge and competencies:

For the PhD-level traineeship:

- a master's degree and at least two years of PhD studies in economics, political science, European studies, finance or another relevant field at the closing date for applications, ideally with a specialisation in political economy or institutional economics;
- ideally, a list of publications on issues falling within the Division's field of responsibility.

For the bachelor's/master's-level traineeship:

- a bachelor's degree and ideally a master's degree in economics, political science, European studies or finance or another relevant field at the closing date for applications, ideally with an emphasis on political economy or institutional economics.

For both types of traineeship:

- a good understanding of the functioning of EU institutions and fora, as well as of the EU's institutional set-up and policy affairs;
- a good understanding of economics, central banking and, in particular, of the foundations and functioning of EMU;
- an advanced command of English, ideally with a proven drafting ability;
- an intermediate command of at least one other official language of the EU;
- a good understanding of state-of-the-art analytical tools and techniques in line with prevailing academic standards;
- an advanced knowledge of MS Office, such as Word, Outlook, Excel and PowerPoint;
- ideally, a working knowledge of statistical/econometric software packages such as STATA, E-Views, etc.

## **Competencies**

The successful candidate will have the following behavioural competencies:

- communicates ideas in an effective manner and ensures mutual comprehension;
- manages his/her own workload independently;
- shares information and supports team members in the achievement of common goals;

- establishes and maintains cooperative relationships with staff and management at all levels;
- pursues projects with energy and drive;
- prioritises tasks and pays attention to detail, even when under time pressure;
- contributes to the success of projects by offering new ideas and identifying issues of relevance for the ECB;
- assesses current solutions and recommends alternatives;
- adapts to changing plans and circumstances with ease;
- handles sensitive information in a discreet manner, respecting confidentiality;
- gets to the origin of the problem quickly in order to identify areas for development.

**Closing Date for Applications:** 01.02.2017

#### **Further Information**

Traineeship/PhD traineeship of six months, with the possibility of an extension to up to 12 months in total in the same business area or the Directorate General Economics, the Directorate General Macroeconomic Policy and Financial Stability, or the Directorate General Market Operations.

#### **How to apply**

Applications are to be made in English and submitted using our online application form. An "Applicants' Guide" can be downloaded from our recruitment pages.

The recruitment process may include a pre-screening exercise and a telephone interview.

Before applying, applicants should check that they meet the conditions set out in Article 4 of the rules governing the traineeship programme:

[http://www.ecb.europa.eu/careers/pdf/traineeship\\_programme.pdf](http://www.ecb.europa.eu/careers/pdf/traineeship_programme.pdf).

Further information on the ECB's traineeships can be found at

<http://www.ecb.europa.eu/careers/newcomers/trainee/html/index.en.html>.

Applicants are accepted from nationals of the Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.

This vacancy notice may be used to fill the same position again, or similar positions, within 12 months of the selection decision.