



We are looking for a

## **Intern at the HR Unit**

**Full-time (37h30/week)**

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently 13 schools in 6 countries with around 29,000 pupils on roll. The Office of the Secretary-General is the central office responsible for managing the European Schools system.

### **Description of the function**

The function of the intern will consist of assisting the members of the HR unit in performing their administrative duties.

### **Main Duties and Responsibilities:**

Provide support in the organization of the below processes.

- Recruitment
- Evaluations
- Calculation of the relevant Professional experience determining the entry salary step
- Personal requests depending on the decision from the Secretary-General
- Digitalization of personal files
- Any other task in the interest of the service requested by the Head of Unit

### **Profile required:**

- Holder of a **university degree (minimum 3 years** of higher education) preferably in Human Resources or Management
- No previous professional experience is required
- Good command of Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams)
- Soft skills:
  - o Confidentiality and discretion
  - o Time management skills
  - o Communication skills (both written and oral)
  - o Proactivity
  - o Flexibility
- **Proficient user of French or English** according to the Common European Framework of Reference for Languages (CEFR)<sup>1</sup> **and independent user** of the other
- Knowledge of any EU official language is an advantage

### **We offer:**

- An internship for a duration of six months (starting preferably in September 2024)
- A professional experience within an international team
- A monthly gross grant of **1.306,00 €**
- 2,5 days of leave per month
- Possibility of hybrid work (subject to decision of the direct superior)
- Reimbursement the travel expenses incurred<sup>2</sup> at the beginning and at the end of the internship
- Reimbursement of transport costs between home and the workplace<sup>3</sup>

<sup>1</sup> Levels: A1 and A2: basic user; B1 and B2: independent user; C1 and C2: proficient user

<sup>2</sup> In accordance with the internal Regulations (2023-12-D-44-en-1)

<sup>3</sup> In accordance with the OSGES' Travel reimbursement policy

**Interested?**

**Please follow the instructions below.**

**Step 1:** Fill out this [online form](#)

**Step 2:** Send your **application** (your motivation letter, CV in Europass format and a copy of the requested diploma) to [OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU) by **1 September 2024** at the latest.

The 'subject' of the email has to be filled in as follows:

**HR Intern – Last name and First name** (example: HR Intern – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number 1 for the Motivation letter, number 2 for the CV and number 3 for the copy of the diploma (example: HR Intern – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.