

## Call for Expression of Interest

# EASA Graduate Traineeship Programme (GTP) 2018

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**Notice Information**

<b>Date of publication:</b> 22/06/2018	<b>Deadline for applications:</b> 10/07/2018 at 23:55 hrs CET (Cologne time)
<b>Planned start date:</b> 01/10/2018 <b>Type of contract:</b> Traineeship <b>Duration of contract:</b> 12 months	<b>Location:</b> Cologne, Germany
<p>This call for expression of interest aims to create a database of candidates accessible to EASA Departments to select trainees based on their eligibility and specific competencies and skills. Candidates may also be selected for a traineeship in a Department different from the one they apply for.</p> <p>The database remains valid until publication of next equivalent call.</p>	
<b>Financial contributions<sup>1</sup>:</b> <ul style="list-style-type: none"><li>• <b>Monthly grant:</b> 1.100,00 EUR.</li><li>• <b>Travel allowance:</b> coverage of travel expenses from your place of residence to Cologne and back.</li></ul>	

**IMPORTANT**

Before submitting your application, please consult for more details the [EASA Traineeship Rules](#), the [EASA Traineeship webpage](#), the related [FAQs](#) and the specific profile of your interest.

Please only apply to the profile best matching your education and background and for which you have the highest interest and motivation. If you apply to more than one profile, your applications will be excluded from the selection process.

<sup>1</sup> In accordance with EASA internal rules.

## About EASA

The European Aviation Safety Agency (EASA) is an Agency of the European Union serving the interests of the European citizens in the field of civilian aviation safety. EASA plays a key role in the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe. The Agency is based in Cologne (Germany) and has representations in Beijing (China), Montreal (Canada), Washington (USA) and Singapore, as well as a permanent office in Brussels (Belgium). EASA employs more than 800 professionals from across Europe. For more information about the Agency please consult our [website](#).

## The EASA Graduate Traineeship Programme

The [Graduate Traineeship Programme](#)<sup>2</sup> (GTP) presents an opportunity to receive first-hand work experience in a distinctly multinational and intellectually stimulating environment, while contributing to the Agency's mission of promoting the highest common standards of safety and environmental protection in civil aviation in Europe and worldwide.

If successful, you will be deployed in professionally enriching projects under the supervision of a traineeship advisor and you will be involved in the day-to-day activities of your team.

In addition to the on-the-job training, general and technical in-house training may be offered -if necessary- to support your tasks and learning objectives.

<sup>2</sup> <https://www.easa.europa.eu/the-agency/careers-working-for-us/traineeships-and-study-placements>.

## Qualifications and other requirements

### A. ELIGIBILITY CRITERIA

You **must** meet **all** the following criteria. Failure to comply with one or more of these requirements will result in your exclusion from the selection process.

- Have completed the first cycle of a higher education course (at least three years of university education) and have obtained a full degree<sup>3</sup> by the date indicated under “B. Specific Competencies and Skills”.
- Be national of one of the EASA Member States or of a country with observer status in the EASA Management Board<sup>4</sup>. In exceptional cases and when in the interest of the service, nationals of other third countries may be considered.
- Have a very good knowledge of English and preferably of another language of the European Union.
- Have not already benefited or benefit for more than 6 weeks from any kind of traineeship nor have had or have any kind of employment/working relationship (e.g., staff, interim, seconded national expert, consultant) within an European institution or body<sup>5</sup>.
- Meet the character requirements for the duties concerned<sup>6</sup>.

### B. SPECIFIC COMPETENCIES AND SKILLS

Your application will be assessed also against the following specific competencies and skills:

#### B.1 Knowledge and experience

- University degree in a discipline relevant to the profile with diploma awarded in the period between 01/01/2016 and 31/07/2018<sup>7</sup>.
- Very good academic track record (indicate your score out of the maximum score) and/or proven (extra-curricular) achievements such as scholarship, internship, award, relevant thesis/publications, engagement in academic projects, clubs or associations.

#### B.2 Behavioural competencies

- *Commitment & Motivation*: Energy to deliver high performance combined with a strong ambition to develop a career in aviation.
- *Problem solving & Learning agility*: Identify and analyse problems and formulate conclusions based on a variety of data. Able to grasp up new and complex issues quickly and to transfer knowledge to future situations.
- *Planning & Organising*: Able to create structures, set priorities and achieve outputs in given timelines using multi-tasking skills.
- *Adaptability & Resilience*: Flexible towards new and challenging situations and stress resistant, assertive and efficient under demanding circumstances.
- *Collaboration, Communication & Cross-Cultural Sensitivity*: Dedicated to collective outcomes and able to convey information effectively in a multi-cultural working environment.

<sup>3</sup> Please refer to the relevant national qualifications as defined by the legislation of the EASA Member States: [http://europa.eu/epso/doc/diplomes-fortheweb\\_en.pdf](http://europa.eu/epso/doc/diplomes-fortheweb_en.pdf). ECTS points are not accepted as equivalent degree; proof of completion of the full university degree needs to be provided by the start date of the traineeship.

If studies took place outside the European Union, your qualification must have been recognised by a body officially delegated for this purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must also be submitted.

<sup>4</sup> For the list of the EASA Member States and of the States represented by the EASA Management Board Observers: click [here](#).

<sup>5</sup> For the list of European Institutions and bodies: [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en).

<sup>6</sup> Before the start of the traineeship, successful candidates will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>7</sup> Please indicate your (expected) graduation date in your application form.

## How to apply

Read carefully the task description of the profile of your interest as described in the specific traineeship notice published on the EASA eRecruitment tool.

The call for expression of interest for traineeships aims to find suitable candidates for 25 profiles overall. We kindly invite you to only apply to the profile best matching your education and background and for which you have the highest interest and motivation. If you apply to more than one profile, your applications will be excluded from the selection process.

Please submit your application through the [eRecruitment Tool](#)<sup>8</sup>:

- Complete the electronic EASA Traineeship application form.  
We strongly encourage you to provide sufficient information to enable us to evaluate your eligibility and suitability for the specific position. We recommend you to refer to the “Qualifications and other requirements” section and task description of the specific traineeship notice of your choice and to clearly demonstrate how you meet the requirements (both eligibility and competencies and skills).
- Attach as a single scanned file the following documents:
  - A motivation letter of no more than one page. Briefly explain why you are applying for the EASA GTP and to the specific profile of your choice.
  - Proofs related to your studies:
    - University diploma or related official certificate.
    - Proof of official length of studies.
    - Academic track records.
  - Proofs related to professional experience (if applicable).
  - Any other proof evidencing the information provided in your application form.

Failure to submit a complete set of documents might result in exclusion from the competition.

If successful, you will be required to provide all original supporting documentation evidencing the information given in the application form.

<sup>8</sup> <https://erecruitment.easa.europa.eu/Home/VacancyList>

## Selection process

A list of eligible and suitable candidates will be established whose applications, and in particular, educational background, qualifications, competencies, motivation and preferences best suit the identified needs in accordance with the availability of places.

Prior to the final selection decision, shortlisted candidates will be contacted to check availability, suitability, linguistic knowledge and to discuss reciprocal expectations. Additional phases including test(s) and/or structured (video) interviews may be included in the process.

The applications of suitable candidates will be retained in a database accessible to EASA Departments to select trainees based on their eligibility and specific competencies and skills. Candidates may also be selected for a traineeship in a Department different from the one they have applied for. For this reason, candidates shall apply to one profile only: applications to multiple profiles will be excluded from the selection process.

The database remains valid until publication of next equivalent call.

Due to the expected large number of applications, only shortlisted candidates will be contacted. Therefore we invite you to follow the status of the call for expression of interest on the EASA website:

[https://www.easa.europa.eu/download/recruitment/EASA-Recruitment-Update\\_on\\_previous\\_vacancies.pdf](https://www.easa.europa.eu/download/recruitment/EASA-Recruitment-Update_on_previous_vacancies.pdf)

and on the EASA Traineeship webpage:

<https://www.easa.europa.eu/the-agency/careers-working-for-us/traineeships-and-study-placements>

## Commitment

### **Declaration of commitment to serve public interest independently:**

The trainee will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

### **Commitment to promote equal opportunities:**

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

## Data Protection

The personal information EASA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EASA. More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice)<sup>9</sup>.

<sup>9</sup> <http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice>

## EASA GTP 2018 - Open profiles

### Traineeships in the Executive Directorate

EASA/TRN/2018/001	Traineeship in the Innovation Cell
EASA/TRN/2018/002	Traineeship in the Communication & Quality Department
EASA/TRN/2018/003	Traineeship in the Legal Department

### Traineeships in the Certification Directorate

EASA/TRN/2018/004	Traineeship in the Large Aeroplanes Department
EASA/TRN/2018/005	Traineeship in the General Aviation & Remotely Piloted Aircraft Systems (RPAS) Department
EASA/TRN/2018/006	Traineeship in the Rotorcraft Department
EASA/TRN/2018/007	Traineeship in the Propulsion, Parts & Appliances Department
EASA/TRN/2018/008	Traineeship in the Environment Department
EASA/TRN/2018/009	Traineeship in the Design Organisations Department
EASA/TRN/2018/010	Traineeship in the Certification Policy & Safety Information Department

### Traineeships in the Flight Standards Directorate

EASA/TRN/2018/011	Traineeship in the Maintenance & Production Department
EASA/TRN/2018/012	Traineeship in the Air Operations Department
EASA/TRN/2018/013	Traineeship in the Aircrew & Medical Department
EASA/TRN/2018/014	Traineeship in the Air Traffic Management/Air Navigation Services (ATM/ANS) & Aerodromes Department

<b>Traineeships in the Resources and Support Directorate</b>	
EASA/TRN/2018/015	Traineeship in the Resources and Support Director's Office
EASA/TRN/2018/016	Traineeship in the Resources and Support Director's Office (digital transformation)
EASA/TRN/2018/017	Traineeship in the Human Resources Department
EASA/TRN/2018/018	Traineeship in the Information Technology Department
EASA/TRN/2018/019	Traineeship in the Applicant Services Department
EASA/TRN/2018/020	Traineeship in the Corporate Services Department
<b>Traineeships in the Strategy and Safety Management Directorate</b>	
EASA/TRN/2018/021	Traineeship in the Strategy and Safety Management Director's Office (graphic design)
EASA/TRN/2018/022	Traineeship in the Safety Intelligence & Performance Department
EASA/TRN/2018/023	Traineeship in the Strategy & Programmes Department
EASA/TRN/2018/024	Traineeship in the International Cooperation Department
<b>Traineeships in Agency-wide projects</b>	
EASA/TRN/2018/025	Traineeship in the Project GREEN

## The Executive Directorate

The Executive Directorate includes the functions requiring independency vis-à-vis all other Departments in the Agency (i.e. communication, legal, audit, quality).

## EASA/TRN/2018/001 – Traineeship in the Innovation Cell

### The Innovation Cell:

The Innovation Cell – within the Executive Directorate – is intended as an incubator of roadmaps, projects and activities related to innovation. The main objective of the Innovation Cell is to manage or coordinate changes necessary to adapt the Agency activities and processes to innovation.

The purpose of the Innovation Cell is to create a dynamic of innovation in the Agency and foster the sharing of innovation knowledge and information across domains, which otherwise would remain in isolation from each other. The main topics being worked at the moment within the innovation cell are Artificial Intelligence, UTM/U-space, SESAR, Digitalisation, single pilot operations, blockchain.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Contribute to different roadmaps and projects assisting in their development.
- Assist in the coordination internally and with industry stakeholders and Member States authorities via formal and informal meetings, conferences and workshops.
- Collect data for impact assessments of different options and other similar initiatives supporting the development of the different roadmaps.
- Contribute to the development of studies linked to the projects, as applicable.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics, air traffic); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) or research/study experience in any of the related innovation projects.

## EASA/TRN/2018/002 – Traineeship in the Communication & Quality Department

### The Communication & Quality Department:

The Communication & Quality Department consists of two teams: Communication and Quality. The traineeship is open only for the Communication team. This team supports the objectives of the Agency and translates them into concrete communication actions in the yearly EASA communication plan. It is responsible for the continuous development of the Agency's branding; it ensures clear and simple communication regarding the activities and opinions of the Agency, reaching out to large audiences through the effective use of mass media. It also intensifies the Agency's internal communication, ensuring effective cascading of information, promoting two-way communication and also ensuring a harmonised and coherent approach to workshops, conferences and exhibitions.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support the implementation of the digital communication roadmap (user accounts and personalisation).
- Work on social media monitoring and analytics.
- Support the delivery of the new intranet project (focal points coaching).
- Support the delivery of the communities (community management coaching).
- Support content decentralisation (Drupal CMS Basics).

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to digital communication, new and social media, digital marketing technologies.

## EASA/TRN/2018/003 - Traineeship in the Legal Department

### The Legal Department:

The Legal Department is responsible for providing legal expertise to the whole Agency with the aim to ensure/contribute to the regularity and legality of all Agency's measures. The Legal Department provides legal support to all of the Agency Directorates and Departments as well as to their processes. The Legal Department provides – on request or on own initiative – legal support through legal advices and opinions, including legal risk assessments as well as through participation in Agency technical and administrative projects. Furthermore, the Legal Department represents the Agency before the Court of Justice, including the General Court, and ensures appropriate defence when the Agency's measures and policies are being challenged. Additionally, the Legal Department contributes to ensuring that the Agency complies with its transparency obligations and its obligations under the code of conduct.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will perform one or more of the following tasks:

- Familiarise him/herself with the activities performed in the Department.
- Assist in the preparation of legal advice on issues associated with the application of the Agency's Basic Regulation (Regulation (EC) No 216/2008) and all related Implementing Regulations and associated EU aviation safety acquis, as well as relevant international law.
- Contribute to the preparation of legal advice on EU and International law related to the activities of the Agency, including administrative legal issues.
- Assist in the preparation of advice in other legal areas pertinent to the proper functioning of the Agency.
- Assist in the preparation of legal advice on developments in the aviation sector.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to EU and/or Administrative Law.
- Knowledge in the areas of IT law, information law and contract law in those domains are advantageous.

## The Certification Directorate

The Certification Directorate contributes to a safe and environmentally compatible aviation system in Europe by performing the following core activities: initial airworthiness certification, continuing airworthiness of type designs, environmental certification and design organisation approval.

### Certification Directorate Vision

Our vision is to demonstrate world class performance in the certification of aviation products, working to ensure high levels of safety without undue burden on the aviation industry, thereby further improving the European and global level of safety and environmental protection and contributing to the success of aviation.

### Certification Directorate Mission

- Our work primarily aims at maintaining the high level of aviation safety and environmental protection in Europe and enabling an improvement worldwide.
- We are constantly and pro-actively working to identify safety risks and to target proportionate interventions in a timely manner, in cooperation with our European and international partners and industry stakeholders.
- We aim to use our limited resources in the most effective and efficient way without compromising safety, by working towards a risk and performance based approach; constantly improving our internal processes and relying on our Bilateral Partners while increasing our effort with prospective international partners and coordination with military stakeholders, including the civil certification of their products when requested.

The Certification Directorate comprises the following departments:

- Large Aeroplanes
- General Aviation & Remotely Piloted Aircraft Systems (RPAS)
- Rotorcraft
- Propulsion, Parts & Appliances
- Environment
- Design Organisations
- Certification Policy & Safety Information

## EASA/TRN/2018/004 – Traineeship in the Large Aeroplanes Department

### The Large Aeroplanes Department:

The Large Aeroplanes Department is responsible for large aeroplanes certification applying the relevant certification specifications (CS). In addition to the initial airworthiness of the products it is responsible for, which includes assessment of the design and operational suitability data, the Department also oversees their continuing airworthiness during their entire lifecycle and participates in the development of regulatory materials.

It cooperates with the Certification Policy & Safety Information Department for the Rulemaking deliverables on the relevant Certifications Specifications.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Define requirements applicable to supersonic large transport aircraft.
- Review Technical Supersonic Standard (TSS) from Concorde certification by coordinating with senior experts in all domains to identify areas where there is a need for additional requirements.
- Contribute to the drafting of special conditions to be contained in the additional requirements.
- Support other activities related to Large aircraft certification as project manager.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation.

## EASA/TRN/2018/005 – Traineeship in the General Aviation & Remotely Piloted Aircraft Systems (RPAS) Department

### The General Aviation & Remotely Piloted Aircraft Systems (RPAS) Department:

The General Aviation & Remotely Piloted Aircraft Systems (RPAS) Department is responsible and accountable for the following deliverables for the aircraft within its scope: Airworthiness of Type Design; Approval of Flight Conditions; Continuing Airworthiness of Type Design; Operational Evaluation Board (OEB)/Operational Suitability Data (OSD) deliverables; Certification Support and Validation; Technical Advice.

It cooperates with the Certification Policy & Safety Information Department for the Rulemaking deliverables on the relevant Certifications Specifications.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- In the context of the Electric & Hybrid Aviation Project (E&HAP):
  - Participate in Focal Teams taking care of tasks for electric & hybrid aviation, defined by the Core Team.
  - Support the management of the project.
  - Follow up with Research Projects.
  - Work on internal studies for implementation of electric & hybrid aviation in the European Aviation System.
- In the context of the General Aviation (GA) Roadmap Project:
  - Support the work for the main goals from GA Roadmap.
  - Support the aviation comic “Sunny Swift” (creation, translation, etc.).
  - Develop procedures and forms for certification under CS-23, Amdt. 5.
  - Support CS-STAN.
- In the context of Safety Promotion:
  - Participate and actively work on T4S (Technic for Safety).

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation.

## EASA/TRN/2018/006 – Traineeship in the Rotorcraft Department

### The Rotorcraft Department:

The Rotorcraft Department is responsible for initial, continuing and continued airworthiness of heavy, medium and light rotorcraft, as well as the approval of their Operation Suitability Data (OSD) and continued operational suitability, for certification support to foreign authorities and validation of foreign type designs in this class of aircraft. It is also responsible for rulemaking deliverables on the relevant Certification Specifications. The Department provides internal and external technical advice and ensures delivery of the relevant Certification Specifications. The Department operates in close cooperation and coordination with the Flight Standards Directorate and the Strategy & Safety Management Directorate.

It cooperates with the Certification Policy & Safety Information Department for the Rulemaking deliverables on the relevant Certifications Specifications.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Perform a survey across the industry of the Safety Rating scheme available, with particular emphasis on the automotive industry.
- Perform analysis and report on how the Safety Ratings have influenced customers and industry behaviour as well as identification of additional incentives.
- Conduct/Support a feasibility study on a potential Safety Rating in the Rotorcraft Industry. Use the survey analysis to derive potential framework that fits the rotorcraft environment including reporting of recommendations.
- Conduct a study on General Aviation systems available on the market that could mitigate current risks in the rotorcraft environment.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation.

## EASA/TRN/2018/007 – Traineeship in the Propulsion, Parts & Appliances Department

### The Propulsion, Parts & Appliances Department:

The Propulsion, Parts & Appliances Department is responsible for the certification of engines, propellers, auxiliary power units and parts and appliances in line with the applicable airworthiness requirements. It also ensures their continuing airworthiness during the entire lifecycle. Furthermore it supports the development of regulatory materials in the relevant Certification Specifications.

To this end, it issues the relevant type certificates, supplemental type certificates, approval of changes in type design and of repair design, European Technical Standard Order Authorisations and any changes thereto.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Familiarise with the activities performed in the Propulsion Section.
- Assist in the organisation of projects into SEPIAC (Shared Electronic Platform for Initial Airworthiness Certification).
- Assist in organising the Propulsion Section's policy making roadmap on propulsion matters.
- Conduct a benchmarking exercise to standardise on the content of the approval certificates.
- Assist Project Certification Manager to generate a database on various CS-E requirements touched by electrical engines.
- Contribute to the draft of a CS-E training course: syllabus, expected content, trainers and target audience.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation.

## EASA/TRN/2018/008 – Traineeship in the Environment Department

### The Environment Department:

The Environment Department is responsible for a close collaboration with Member States, the European Commission and other European agencies and bodies, as well as with EASA international partners; for the development and publication of the European Aviation Environmental Report; for verification of compliance with the aircraft noise and aircraft engine emissions standards as part of the aircraft and engine certification process; for issuance of the appropriate environmental certificates, i.e. the type-certificate data sheets for noise, and maintain and publish a database of EASA approved noise levels; for hosting and maintenance of the ICAO aircraft engine emissions databank. The mission of the Department is to ensure a high uniform level of environmental protection for European citizens through the development and maintenance of global environmental standards for aircraft noise and engine emissions, and the implementation of these standards on behalf of the EASA Member States.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support the implementation of Regulation (EU) 598/2014 on the collection, verification and publication of aircraft noise information.
- Develop content for the European Aviation Environmental Report.
- Contribute to the improvement of the EASA's environmental impact assessment capabilities.
- Prepare communication material on environmental matters.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation; environmental studies or sustainability science/geography studies with particular focus in the field of sustainable development and environmental protection.

## EASA/TRN/2018/009 – Traineeship in the Design Organisations Department

### The Design Organisations Department:

The Design Organisations Department is responsible for the issuance and continued oversight of Design Organisations Approvals (DOA), Alternative Procedures to DOA and the related Part 21 rulemaking deliverables.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support the continuous development of interaction between the Department and the other Certification Directorate's departments in order to share experience and properly define DOA performance and LOI (Level of Involvement);
- Support in the implementation of SMS (Safety Management System) within the Department (update of Part 21 affecting also EASA procedures);
- Cooperate in tasks proposed by the DOA Team Leaders (DOATLs) through the advisor in order to be familiar with DOATL work.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation.

## EASA/TRN/2018/010 – Traineeship in the Certification Policy & Safety Information Department

### The Certification Policy & Safety Information Department:

The Certification Policy and Safety Information Department provides support to other EASA Departments in terms of policy, procedures, working methods and best practices. It also coordinates the related rulemaking activities and issues Safety Information on behalf of the Agency.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Develop a comprehensive analysis of market trends in the aeronautical design domain impacting EASA (horizon 2025-2030).
- Support the resource and budget planning of the Certification Directorate, based on forecasted activities and the Agency's strategy.
- Develop a mechanism to manage the technical performance of EASA bilateral partners and other tasks as required.
- Support the management of transversal activities in the Certification Directorate (e.g. outsourcing, development of standards).

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to business administration, law, economics.

## The Flight Standards Directorate

The Flight Standards Directorate is responsible for all activities related to the safe operations of aircraft and related products and parts, including maintenance and production, air operations, air crew and medical, ATM and aerodromes. The Directorate is responsible for all related organisations approvals, rulemaking and standardisation tasks, as well as for the coordination of EASA's cybersecurity activities.

### Flight Standards Directorate Vision

Establishment of "One System", in order to provide safe air travel for EU citizens in Europe and worldwide. One System is based on partners working in an integrated, harmonised and coordinated manner. Rules derived to govern One System are smart, proportionate and contribute to the competitiveness of the Industry.

### Flight Standards Directorate Mission

- A performance based regulatory framework in place by 2021.
- A performance and risk-based oversight system, that is proportionate and effective across all domains.
- A most modern system supported by the most modern IT, organisational principles and staff development (e.g. flexible use of resources, competency framework).
- Secure robust partnerships with NAAs, Stakeholders, international organisations and other authorities (BASAs, WAs, partnership agreements, advisory bodies, outsourcing policy).
- Clear roles and responsibilities of the stakeholders that is consistent with SMS-RBO-PBR principles and new business models.
- Further promote a Just Culture and Safety Culture in Europe and globally.
- Achieve the full implementation of SMS in all domains by 2020.

The Flight Standards comprises the following departments:

- Maintenance & Production
- Air Operations
- Aircrew & Medical
- Air Traffic Management/Air Navigation Services (ATM/ANS) & Aerodromes

## EASA/TRN/2018/011 – Traineeship in the Maintenance & Production Department

### The Maintenance & Production Department:

The Maintenance and Production Department is responsible for the Standardisation of Member States in the initial and continued airworthiness domains applicable to Member States, development of Regulatory Material in the continued airworthiness domain, initial issue and monitoring of continued airworthiness organisation and Production approvals and the initial issue and monitoring of Maintenance Review Board Reports (MRBRs).

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Prepare Frequently Asked Questions and assist in queries from stakeholders.
- Enter relevant information into type rating database.
- Support non-complex MRB projects.
- Support dedicated IMRBPB (International Maintenance Review Board Policy Board) tasks.
- Support basic ICA (Instructions for Continued Airworthiness) tasks.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to engineering, process engineering.

## EASA/TRN/2018/012 – Traineeship in the Air Operations Department

### The Air Operations Department:

The Air Operations Department is responsible for the Standardisation of Member States and the development of Regulatory Material in the domains of Air Operations and Ramp Inspections, the initial issue and monitoring of Third Country Operators (TCO) Authorisations and coordination with the EU Safety List, and managing the EU Ramp Inspections (SAFA/SACA) programme.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Assist in the definition of the Air Operator's Certificate (AOC) certification and oversight process.
- Assist in the development of specific tools required for the afore-mentioned process (procedure, checklists, assessment tools).
- Analyse and process Third Country Operators (TCO) safety data as part of the TCO Continuous Monitoring activities.
- Gather and analyse data needed to support various regulatory and standardisation projects.
- Assist in the development of SAFA/SACA technical projects (e.g. database re-development).

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to engineering, IT, mathematics, or similar scientific disciplines.

## EASA/TRN/2018/013 – Traineeship in the Aircrew & Medical Department

### The Aircrew & Medical Department:

The Aircrew & Medical Department is responsible for the continuous monitoring of the level of implementation by Member States and the development of Regulatory and safety promotion material in accordance with EPAS in the domains of Aircrew Medical and Flight Simulation Training Devices (FSTD). The development of said materials also covers air operations flight crew training. Furthermore the department is responsible for the initial certification and oversight of Pilot Training Organisations and Aero-Medical Centres (within EASA remit), the qualification of FSTDs (within EASA remit), and development of related Operational Suitability Data, and the Operational Suitability Data in relation to flight crew.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Update the Aircrew Easy Access document on the basis of regulatory changes, such as Part-DTO, Part-MED.
- Revise and update the Examiner Differences Document.
- Support development of safety promotion materials, such as leaflets, presentations.
- Support review of regulatory documents and flexibility provisions.
- Support preparations and minute taking during technical meetings, such as the Aircrew TeB (Technical Advisory Body).

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics, air traffic); engineering or applied science (e.g., electrical, mechanical, mathematics, physics), law, business studies, if combined with a good knowledge of aviation.

## EASA/TRN/2018/014 – Traineeship in the Air Traffic Management/Air Navigation Services (ATM/ANS) & Aerodromes Department

### **The Air Traffic Management/Air Navigation Services (ATM/ANS) & Aerodromes Department:**

The Air Traffic Management/Air Navigation Services (ATM/ANS) & Aerodromes Department is responsible for the development of Regulatory Material in the ATM/ANS and Aerodromes domain, support to the implementation of SES and SESAR, initial certification and oversight of non-EU ATCO training organisations, of ATM/ANS organisations providing services within the EU, and pan-European service providers, as well as for the standardisation of Member States in the ATM/ANS and Aerodromes domain and the coordination of EASA's cybersecurity activities.

### **Your tasks:**

Under the direct supervision of the traineeship advisor the selected candidate will:

- Study the effect of rogue "ADS-B (Automated Dependent Surveillance-Broadcast) In" signal on the vulnerability of aircraft systems and in particular on TCAS (Traffic Collision Avoidance System) or ACAS (Airborne Collision Avoidance System).
- Study the conditions which make this vulnerability exploitable. A simulation of the situation will demonstrate the reaction of ACAS in a limited geographical environment of an airport with high density traffic.
- Support the redaction of regulatory material related to ADS-B vulnerability.
- Support the ATM experts that manage technical ATM rulemaking tasks in the management of the task and support the involvement of the ATM Development Section in the initiation of promotion projects.

### **The ideal profile:**

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics, air traffic); engineering or applied science (e.g., electrical, mechanical, mathematics, physics) if combined with a good knowledge of aviation.

## The Resources and Support Directorate

The Resources and Support Directorate provides a range of services to EASA's external Stakeholders and empowers the Agency's Operational Directorates to achieve timely and efficiently their objectives.

### **Resources and Support Directorate Vision**

Our team fuels EASA abilities to be one step ahead.

### **Resources and Support Directorate Mission**

We partner up with each part of the organisation to bring integrated, innovative, valuable support services. We are driven to anticipate operational needs and foster organisational efficiency.

The Resources and Support Directorate comprises the following departments:

- Human Resources
- Information Technology
- Applicant Services
- Finance & Procurement
- Corporate Services

## EASA/TRN/2018/015 – Traineeship in the Resources and Support Director's Office

### **The Resources and Support Director's Office:**

The Resources and Support Director's Office assures coordination between the various Departments of the Directorate, manages its cross departmental efficiency initiatives, ensures proper programming, quality and efficiency improvement delivered.

### **Your tasks:**

Under the direct supervision of the traineeship advisor the selected candidate will:

- Contribute to the implementation and initial operations of a programme to strengthen resource planning and monitoring of strategy implementation of the Resources and Support Directorate.
- Contribute to the analysis of existing processes, in order to support a programme to facilitate performance driven process re-design.
- Participate to Department's efficiency initiatives.
- Participate to operational meetings with the other Directorates.
- Provide support to the traineeship advisor in the day-to-day activities of the Director's office.

### **The ideal profile:**

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to business administration, economics, engineering management.

## EASA/TRN/2018/016 – Traineeship in the Resources and Support Director's Office (digital transformation)

### The Resources and Support Director's Office:

The Resources and Support Director's Office assures coordination between the various Departments of the Directorate, manages its cross departmental efficiency initiatives, ensures proper programming, quality and efficiency improvement delivered.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Contribute to the implementation and initial operations of the digital transformation programme in the Resources and Support Directorate.
- Contribute to the analysis of existing processes, in order to align them with the digital changes in the industry.
- Participate in the discussions on the technical solutions to be implemented.
- Participate to operational meetings related to digital change.
- Provide support to the traineeship advisor in the day-to-day implementation of the digitalization roadmap.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to information technology, if possible related to aviation.

## EASA/TRN/2018/017 – Traineeship in the Human Resources Department

**The Human Resources Department:**

The Human Resources Department aims to attract, retain and develop the right people in the right positions, ensuring compliance with the applicable laws, rules and regulations.

**Your tasks:**

Under the direct supervision of the traineeship advisor the selected candidate will:

- Develop and organise employer branding activities (e.g. fairs, advertisement campaigns).
- Acquire hands-on experience in the running of the traineeships and study placements.
- Support the different recruitment procedures.
- Support the development of succession planning processes.

**The ideal profile:**

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to human resources, business administration, social sciences, psychology.

## EASA/TRN/2018/018 – Traineeship in the Information Technology Department

**The Information Technology Department:**

The Information Technology Department provides all services to the Agency, which are needed in the area of information systems and information technology.

**Your tasks:**

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support in the documenting and modelling of IT data, application and infrastructure architectures and schematics.
- Support in re-engineering and further improving the Department's information & document management.
- Support in the resolution of incident, problem and change requests in a specific IT technical area.

**The ideal profile:**

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to computer science, IT, information systems, software engineering, mathematics.

## EASA/TRN/2018/019 – Traineeship in the Applicant Services Department

### The Applicant Services Department:

The Applicant Services Department facilitates the certification of products and organisations by building close ties with applicants to build a fuller picture of existing and future approvals, cultivate ownership of applicant issues and identify new services that add value for the aviation industry. Also, it channels data efficiently between applicants, the technical departments and the national aviation authorities to ensure the responsive delivery of certificates and approvals. The Department also manages the capacity of national aviation authority partners to provide external technical resources in accordance with the EASA sourcing strategy.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support the CORAL (Certification and ORganisation Approval Information Hub) Programme which covers the entire end-to-end process governing the services rendered to Industry with the vision to build the most connected and efficient certification process for aviation.

In this context, the candidate will:

- Organise programme documentation in the programme office tool.
- Update programme information in the programme office tool.
- Support the drafting and updating of programme documentation.
- Monitor programme deadlines, milestones and communication channels.
- Organise meetings and draft minutes.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to business administration, economics, political science, law, information technology.
- Demonstrated experience with MS Office tools and with project management techniques (not necessarily in the role of project manager) is advantageous.

## EASA/TRN/2018/020 – Traineeship in the Corporate Services Department

### The Corporate Services Department:

The Corporate Services Department has diverse responsibilities, mainly in the field of facility, travel and conference management. It includes e.g. the provision and maintenance of facilities, conference areas and other logistical services. In addition, the Department takes care of the travel & meeting management ensuring smooth travel arrangements and reimbursement procedures for staff members on mission, and management of the Agency in-house conference facilities.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Acquire familiarity with the performance scheme concept and other contract management tools, with EU Procurement rules and types of contracts.
- Acquire working knowledge of performing the audit schemes, quarterly KPIs (Key Performance Indicators) reporting, implementing the follow up actions.
- Acquire experience in contract management with focus on the structure of services and contracts managed in the Department.
- Contribute in the further development of integrated approach for suppliers performance scheme, KPIs, SLAs (Service Level Agreements) and 'objective' driven tender specifications.
- Acquire working knowledge of cost monitoring and task management modules in the Computer Aided Facility Management tool.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to architecture, building engineering, facility management, logistics and building services, travel & conference and catering process management.
- Good oral and written knowledge of German is advantageous.

## The Strategy & Safety Management Directorate

The Strategy and Safety Management Directorate includes essential functions to strengthen the Agency's strategy, consolidate its existing safety risk management capability, foster international cooperation and promote a performance based approach to managing safety.

### **The Strategy and Safety Management Directorate Vision**

We continuously foster innovation in safety management, leveraging safety intelligence, new technologies and EASA's worldwide presence, to provide EU citizens safe air-travel across Europe and worldwide.

### **The Strategy and Safety Management Directorate Mission**

- We develop EASA's strategy and programmes to manage proactively existing and emerging risks (e.g. cyber security, conflict zones, drones, etc.), and to ensure the most effective resource deployment.
- We pro-actively manage environmental and safety risks (through the European Plan for Aviation Safety (EPAS) and enhanced safety analysis) in partnership with the European Commission, the member states and the industry.
- We contribute to the highest level of safety worldwide through international cooperation initiatives enhancing aviation safety and promoting European standards.

The Strategy and Safety Management Directorate comprises the following departments:

- Safety Intelligence & Performance
- Strategy & Programmes
- International Cooperation

## EASA/TRN/2018/021 – Traineeship in the Strategy and Safety Management Director's Office (graphic design)

### **The Strategy and Safety Management Director's Office:**

The Strategy and Safety Management Director's Office assures coordination between the various Departments of the Directorate, and proper programming and reporting.

### **Your tasks:**

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support the promotion of safety risk management deliverables to stakeholders across the European Aviation Community.
- Support the development of Safety Promotion branding around the "Safety Together" theme to promote safety in the different operational domains.
- Provide graphic design support to Safety Promotion outputs and deliverables in order to raise awareness of safety issues in the European Aviation Community.
- Develop Safety Promotion and communications material including web content, flyers, posters, presentations and videos.

### **The ideal profile:**

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to graphic design, media communications, visual design.
- Experience working with Adobe Creative Suite is advantageous.

## EASA/TRN/2018/022 – Traineeship in the Safety Intelligence & Performance Department

### The Safety Intelligence & Performance Department:

The Safety Intelligence and Performance Department is responsible for the Agency's activities related to Safety Analysis and Safety Performance Measurement; Safety investigation and accident follow-up; Occurrence reporting; Safety foresight and research activities; Data4Safety programme; Flight Recorders and Flight Data expertise; Safety Data management.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- In the domain of safety analysis:
  - Contribute to the statistical analysis of several Safety Issues that are managed by the Agency within its strategic Safety Risk Portfolio.
  - Contribute to the statistical monitoring of safety performance indicators.
- In the domain of flight data monitoring (FDM):
  - Support the design of FDM events for monitoring precursors of main aviation safety issues.
  - Identify opportunities to monitor new safety issues thanks to FDM technics.
  - Support the validation of FDM algorithms.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to aviation engineering (e.g., aeronautical, aerospace, avionics, air traffic); engineering or applied science (e.g., mathematics, statistics) if combined with a good knowledge of aviation.
- Demonstrated skills in the field of IT, data science or database are advantageous.

## EASA/TRN/2018/023 – Traineeship in the Strategy & Programmes Department

### The Strategy & Programmes Department:

The Strategy & Programmes Department is responsible for defining the Agency strategy and establishing the necessary safety and business programming and planning documents, in cooperation with the other Directorates and external parties, as necessary. This allows the Agency to have a clear, unified and data driven direction, supporting the decision making process and formulation of priorities.

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- In the context of the activities within the Strategy Development & Stakeholder Management Section:
  - Contribute to the review of EASA's key performance indicators.
  - Contribute to further simplify and increase the impact of the Agency's programming document (business and strategic plan), annual activity report describing the previous year's successes and quarterly report – monitoring the quarterly progress made by the Agency.
  - Support the development of strategic discussion papers for use by senior management.
  - Assist in the conceptualisation and set-up of a central project management office at EASA.
  - Assist in the development and implementation of efficiency initiatives, their monitoring and reporting.
- In the context of the activities within the Safety Programmes Section:
  - Assist in user guides for impact assessment, monitoring and evaluation methodology.
    - Contribute to update the user guides.
    - Contribute to define a social impact scale (employment report).
  - Support evidence based justification.
    - Provide aviation and socio-economic key facts summaries.
    - Update aviation data portal.
  - Support EPAS (European Plan for Aviation Safety).
    - PIA (Programme Impact Assessment) and evaluation support with development of monitoring indicators.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to **Business Administration, Economics, Public Administration, Business Engineering.**
- **Ability to work with complex Excel spreadsheets (pivot tables, complex formulas, etc.) with strong data analysis skills is advantageous.**

## EASA/TRN/2018/024 – Traineeship in the International Cooperation Department

### The International Cooperation Department:

The International Cooperation Department is responsible for three main activities: the development of international agreements and arrangements to facilitate and formalise the cooperation with non-EU states and the coordination with ICAO; the provision of technical assistance to non-EU countries and regions and to national and regional aviation authorities to improve their regulatory and oversight capabilities; the provision of high quality technical training to all EASA staff, to staff of National Aviation Authorities and other stakeholders, as well as the management of the European Central Question Bank (ECQB).

### Your tasks:

Under the direct supervision of the traineeship advisor the selected candidate will:

- Support the drafting of working arrangements with non-EU countries.
- Support tasks related to ICAO State Letter responses and the organisation of meetings and conferences.
- Support the management of technical assistance and cooperation projects and programmes (including budget and financial aspects).
- Monitor the implementation of project activities (deliverables and results).
- Support the development of training programmes of technical staff and the harmonisation of trainings with Member States.
- Support the management of the ECQB which is used for the testing of the knowledge of commercial pilots.

### The ideal profile:

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to economics, engineering applied to aviation.

## Agency-wide projects

### EASA/TRN/2018/025 – Traineeship in the Project GREEN

**The EASA Project GREEN:**

The **EASA Project GREEN** is committed to minimising the environmental impact of the Agency's everyday business activities. Project **GREEN** aims to raise awareness and identify ways to meet EASA's obligations to the environment and its commitment to being a considerate neighbour in the Cologne area.

**Your tasks:**

Under the direct supervision of the traineeship advisor the selected candidate will:

- Provide support on the development of an environmental management system.
- Provide support to the management of EASA's environmental footprint (including carbon emissions).
- Provide support to the measurement and mitigation of EASA's environmental footprint (including greenhouse gas (GHG) emissions).
- Provide support to the coordination of the Project **GREEN** group and implementation of agreed initiatives.
- Provide support to the communication of Project **GREEN** initiatives.
- Provide support to our liaison with the EU institutions 'Group Interinstitutional on Environment'.

**The ideal profile:**

- Compliance with the [qualifications and other requirements](#) for the EASA GTP 2018 call.
- Relevant studies include but are not limited to environmental studies or sustainability science/geography studies with particular focus in the field of sustainable development and environmental protection.
- Knowledge of carbon footprint calculation methods and environmental management systems such as EMAS are advantageous.