TRAINEESHIP NOTICE

ENISA-STAGE-2015-01

The aims of the traineeship at ENISA are:
- To provide trainees an understanding of the objectives and activities of ENISA.
- To enable trainees to acquire practical experience and knowledge of the day-today work of ENISA Departments and Units.
- To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To enable trainees to put into practice knowledge acquired during their studies, or professional careers.

ENISA through its traineeship scheme benefits from the input of enthusiastic graduates who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of ENISA.

Every year the Executive Director shall decide the number of traineeships to be offered in each Department, depending on the level of funds available and on the capacity of each Department to accommodate trainees.

Traineeship at ENISA is addressed mainly to university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma or are at the beginning of a new professional career.

<u>Common requirements</u>:

- Trainees have to be nationals of a member state of the European Union or of Norway, Iceland or Liechtenstein.
- Applicants must have completed the first cycle of a higher university education course and to have obtained a full degree or its equivalent by the closing date for applications (refer to annex 1 of Decision 79/2014 for minimum national qualifications required by the legislation in the country where the diploma was obtained).
- Very good knowledge of at least two EU languages, one of which should be the main working language of ENISA (English).

ENISA is currently open to accept applications for traineeships in the following areas:

1   NIS Network and Information Security.
      Network and Information security technologies and services.
      Requirements and technologies for monitoring and improving the end-to-end security and resilience of communications networks.
      Critical information infrastructure protection.
      Network and Information security standardisation and regulation.
      Electronic identity and authentication technologies.
      Information security statistics.
      Economics of Network and Information security.

2   Administration and Support (six profiles):
        2.1 - General Administration
        2.2 - Financial Administration
        2.3 - Human Resources
        2.4 - Internal Audit
        2.5 – Legal
        2.6 - IT Information Technology

1 - Traineeship support – Network and Information Security

- Network and Information security technologies and services.
- Requirements and technologies for monitoring and improving the end-to-end security and resilience of communications networks.
- Critical information infrastructure protection.
- Network and Information security standardisation and regulation.
- Electronic identity and authentication technologies.
- Information security statistics.
- Economics of Network and Information security.

In this context, trainees are expected to assist/support in the implementation of the ENISA work programme, especially:
- Collecting and correlating of NIS specific information.
- Analyse and assess of specific NIS items based on open source intelligence.
- Drafting info notes on NIS relevant topics.
- Assist organisation of events for the implementation of the ENISA work programme.
- Support the production of deliverables and services as required.

Further information on the areas of work of ENISA may be found at the ENISA Work Program 2015[1] (Sections 3 & 4).

2.1 - Traineeship support – General Administration

- Internal Communications: Annual Activity Report, European School of Heraklion, ENISA Culture, etc.
- Hellenic Authorities: Relation and procedures with Host country.
- Finance: Missions, financial transactions.
- Filing and/or archiving of working documents for the Head of the Department.
- Support in procurement procedures.
- General administration
- Any other tasks/activities requested by the Head of Administration.

2.2 - Traineeship support – Financial Administration

- Support to VAT exemption procedure with Hellenic Authorities (staff and official VAT).
- Supporting the filing and archiving system for the Finance, accounting and Procurement Unit (FAPU).
- Missions support.
- Keeping agenda and minutes of internal FAPU meetings and assisting the Head of Unit in coordination of tasks.
- Supporting the statutory deadlines database on Intranet.
- Any other tasks necessary for the service.

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[1] https://www.enisa.europa.eu/publications/programmes-reports/enisa-work-programme-2015

2.3 - Traineeship support – Human Resources

- Support the development of HR policy.
- Support in maintenance of internal data base.
- Support of HR payment files and/or initiation of payments.
- Working with system (ABAC) and associated work.
- Administrative support assisting of welcome package, etc.).
- Administrative support of the HR team.
- Support in the organization of trainings.
- Support in individual rights procedures.
- Update of HR internal databases as needed.
- Support in dealing with leave management.
- Any other HR tasks necessary for the service.

2.4 - Traineeship support – Internal Audit

- Assisting the Ex-Post control exercise.
- Assisting the revision of the Internal Control Standards.
- Assisting with Internal Audit Services requests.
- Assisting with European Court of Auditors request.
- Assisting with the follow up of Register of Exceptions.
- Assisting with draft of new procedures/policies within the Agency risk framework.

2.5 - Traineeship support – Legal

- Assisting in legal matters
- Assisting in reviewing contracts.
- Analysis and drafting proposal of practices, procedures and rules of the Agency.
- Assisting other sections/units in relation to procurement, contracts and HR activities.
- Any other that may be requested by the Head of Unit.

2.6 - Traineeship support – Information Technology

(Existing environment: Microsoft AD, Windows Server 2012, Windows 7 and 8.1, Office 2013 Suite, SharePoint 2013, Dynamics CRM, SQL). Athens/Heraklion.
- Level 1 IT support
- Assisting with hardware and software installations and customisations
- Conducting desktop research related to IT procurements, security, solutions and integration
- Document procedures and FAQs
- Assisting with other tasks as determined by the Head of Unit

Starting date: The starting date of the traineeship will be determined by the Agency according to its needs.

The traineeships are open for a period of 6 months with one possible renewal period of a further six months.

The technical posts will be based at the ENISA office at Maroussi Athens Greece and the administrative positions will be based at the ENISA headquarters in Heraklion Crete Greece.

Only those applicants that have not participated in other traineeships organised by either the EU Commission or any of the EU Institutions or Agencies will be eligible to participate.

Applications may be submitted at any time by sending the ENISA application form to **ENISA-STAGE-2015-01@enisa.europa.eu** and marking the application clearly as an application for a traineeship position and which profile they are applying. Please note that you can only apply for ONE of the seven advertised profiles.
Pdf application is to be named under format: SURNAME_NAME_2015_01

Applications that do not meet the eligibility criteria or are incorrectly submitted will be rejected.

This traineeship call does not have a deadline.

Applications will be held on file and the positions will be filled as required and subject to the needs and financial resources of ENISA. ENISA have no obligation whatsoever to recruit all profile of interims that are posted in the advert.

It is expected that interviews will be carried out by phone or video conference.

The monthly grant available to trainees for these positions will be €1000 per month net of income tax. Trainees will be required to hold health insurance. Where the trainee is not covered by their own national insurance ENISA will pay the costs to the Greek Government for the trainee to be covered by the Greek National Health Scheme for the duration of the traineeship. Some additional assistance to cover travel costs may be made available and will be considered on a case by case basis.
The rules governing the 2015 traineeship scheme of the European Union Agency for Network and Information Security (ENISA) can be found in the Executive Decision (ED/79/2014) published on the ENISA website.