



SKYLINE
TRAINEESHIP
PROGRAMME

READY TO LAUNCH YOUR CAREER?

Discover exciting
opportunities
on the skyline.



We welcome applications from undergraduates, graduates, Ph.D. students, and recent graduates for a Traineeship opportunity in Human Resources and Administration.

The EUROCONTROL Skyline Traineeship programme will provide eligible and successful candidates like you with the following benefits:

- A valuable work experience lasting 6 to 12 months, offered twice a year in April and October.
- A competitive monthly allowance, reflecting the living costs at each of our four sites: Brussels, Maastricht, Brétigny, Luxembourg;
- Reimbursement of travel expenses as well as visa costs incurred by non-EU nationals;
- A mentoring system which guarantees supervision and coaching by one of our dedicated experts;
- A vibrant and inclusive international traineeship community.

MAIN LEARNING OBJECTIVES & TASKS

Depending on your educational background and field of interest, you could be:

- Assisting in recruitment and talent acquisition processes, including candidate sourcing, candidate screening, interview co-ordination and the organisation of on-site selection days.
- Supporting HR initiatives such as employee engagement, on- and offboarding of staff, managing pension and payroll processes, and contributing to employee well-being programmes.
- Assisting in the development and implementation of employee learning programmes, including the preparation of training materials, coordination of training sessions, and supporting staff in accessing relevant learning resources.
- Contributing to business administration tasks, including document management, data analysis, and process improvement.
- Providing general support with various administrative tasks, including preparing meetings & workshops, document production, word processing and preparing reports.
- Participating in the coordination of internal communication efforts, like updating intranet portals, and facilitating communication between different Units and Directorates.

Are you eligible?

- National of one of the EUROCONTROL or ECAC Member States;
- Bachelor's Degree/ Master's Degree/ PhD student/young graduate. The Traineeship should start within 12 months of completion of your latest studies;
- You must have an excellent command of English and knowledge of French would be an asset, as these are the Agency's working languages.



**MORE INFORMATION
APPLY NOW!**

Deadline for Applications: 01/12/2014



Skyline Traineeship: HR and Administration

- **Traineeship domain:** HR and administration
- **Location:** Brussels, Maastricht, Brétigny, Luxembourg
- **The selected candidate must reside either at this location or within a reasonable proximity that allows for the satisfactory execution of their duties**
- **Directorate/Service:** various
- **Start:** Spring 2025 (1 April 2025)
- **Duration:** 6 months, with the possibility to extend to a total of 12 months
- **Publication date:** 16/10/2024
- **Closing date:** 01/12/2024

Are you interested in taking the first step towards a rewarding career in human resources and/or administration? EUROCONTROL offers an exciting traineeship opportunity for aspiring professionals to gain hands-on experience in these crucial domains within the aviation industry.

Your team

Join a diverse and dedicated team at EUROCONTROL, the pan-European, civil-military organisation that is dedicated to supporting European aviation. Collaborate with experts from various backgrounds and contribute to the organisation's mission of ensuring safe and efficient air traffic management across Europe.

Your role

Purpose of the traineeship

At EUROCONTROL, we believe in empowering young talents by providing hands-on training experiences that bridge the gap between academic knowledge and professional practice. Our traineeship offers you the chance to apply and enhance your skills in a real-world setting, setting the stage for a successful career in your chosen field.

What you can expect

- Engage in real-life tasks and responsibilities that challenge and develop your skills.
- Receive regular feedback and guidance to support your growth and learning.
- Expand your professional network by collaborating with colleagues from diverse backgrounds.
- Immerse yourself in an international environment where diversity is celebrated and valued.

Main learning objectives & tasks

Depending on your educational background and field of interest, you could be:

- Assisting in recruitment and talent acquisition processes, including candidate sourcing, candidate screening, interview co-ordination and the organisation of on-site selection days.



- Supporting HR initiatives such as employee engagement, on- and offboarding of staff, managing pension and payroll processes, and contributing to employee well-being programmes.
- Assisting in the development and implementation of employee learning programmes, including the preparation of training materials, coordination of training sessions, and supporting staff in accessing relevant learning resources.
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Desired Duration

The traineeship runs for a duration of 6 months, beginning in spring 2025, with the Skyline Traineeship Programme start date on 1 April 2025. The traineeship may be extended for up to a total of 12 months.

Your profile

We are looking for motivated individuals who:

- Are pursuing or have recently completed post-secondary or university studies in human resources, psychology, business administration, public administration, social sciences or a related field;
- Possess attention to detail and a talent for organisation;
- Have a proactive attitude and a willingness to learn;
- Have knowledge or motivation to learn relevant software tools like Microsoft Office and information and database management systems;
- Are interested in aviation and have a desire to make a positive impact on the industry;
- Enjoy working in a multinational and multicultural environment;
- Share our corporate behaviours, i.e. result-driven, readiness to change, customer focus, integrity and team-player approach;
- Our working languages are English and French. For this traineeship opportunity, you should have a thorough knowledge of English. French is considered an asset.

Our Offer

The Skyline Traineeship Programme provides successful candidates with the following benefits:

- Valuable and highly marketable work experience ranging from 6 to 12 months with a leading international organisation.
- A monthly allowance tailored to living costs* at our sites of:

1,350.00 EUR for trainees based in Brussels and Luxembourg;

1,613.25 EUR for trainees based in Brétigny;

1,547.10 EUR for trainees based in Maastricht.

**Please note that the allowances for Brétigny and Maastricht are subject to the cost-of-living weightings which are updated annually and applied in April on a yearly basis.*

- Reimbursement of travel expenses to taking up your traineeship, where appropriate, as well as any visa costs incurred by non-EU nationals.



- 2 days of leave per month.
- Up to 50% of teleworking per month with the approval of your mentor.
- A rich learning and mentoring environment, including hands-on training and on-the-job experience with guidance from a dedicated mentor.
- An active and highly welcoming Trainee Community which organises numerous social events.
- A rich traineeship programme structure offering ample learning opportunities to gain insights into EUROCONTROL's operations and functions, including presentations and visits to other sites for enhanced learning experiences.

Eligibility Criteria

To be eligible for any of our traineeship, you must comply with all of the following conditions:

- Nationality: You must be a national of one of the [EUROCONTROL](#) or [ECAC Member States](#);
- Education: You are currently studying for a post-secondary educational qualification (Bachelor's, Master's or PhD level). If you have graduated, the traineeship must start within one year after your date of graduation.
- Language skills: Our working languages are English and French. To do a traineeship, you will need to have a good command of English (both written and verbal). Knowledge of French is a great asset, but not always a must.
- No previous traineeships longer than 6 months at EUROCONTROL: Individuals with previous traineeships at EUROCONTROL lasting less than 6 months are eligible to apply. If you have completed a traineeship for less than 6 months previously, you may still undertake a second traineeship for up to a total duration of 12 months, including the previous traineeship.

Useful Information

- The selection and interview phase will take place from late December until mid February.
- All candidates will be informed of the outcome by late February, regardless of the result.
- This opportunity falls under the [traineeship rules](#).
- Further information on the Skyline Traineeship Programme can be found [on the website](#).
- EUROCONTROL is an equal opportunities employer. We are committed to [equality and diversity](#).

Should you have any questions, do not hesitate to contact us traineeship@eurocontrol.int