



EUROPEAN CENTRAL BANK

EUROSYSTEM

## Traineeship in procurement of legal revision and translation services

Reference 2019-074-TRA

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<b>Type of contract</b>	Traineeship
<b>Who can apply</b>	EU nationals eligible for our traineeship programme ( <a href="https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html">https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html</a> )
<b>Salary</b>	The trainee grant is €1,070 per month plus an accommodation allowance.
<b>Working time</b>	Full-time
<b>Place of work</b>	Frankfurt am Main, Germany
<b>Closing date for applications</b>	09 May 2019

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### Your team

You will be part of the Legislation Division in the Directorate General Legal Services. In your role as a trainee lawyer-linguist you will be part of a team of 40 members of staff responsible for preparing legal acts of the ECB in the official languages of the EU, reviewing legal texts for legal, linguistic and terminological consistency and maintaining a legal terminology database.

The Division also provides advice and expertise for the preparation of ECB supervisory decisions within the Single Supervisory Mechanism and is involved in drafting and reviewing such decisions. It contributes to the delivery of large projects and the implementation of common policies in the area of banking supervision. The Division is also responsible for publishing and disseminating the ECB's legal framework and other legal publications.

The ECB is an inclusive employer and we strive to reflect the diversity of the population we serve. We encourage you to apply, irrespective of your gender, gender identity, ethnicity, sexual orientation, age, religion, disability or other characteristics.

### Your role

As a trainee involved in the procurement of legal revision and translation services, you will:

- support the Division in the conduct of public tenders, as well as three and/or five-quote procedures, to ensure that the entire procurement process is accomplished effectively and in accordance with the ECB's procurement rules;
- provide procurement expertise and administrative support throughout the procurement process;

- participate in the process of reviewing and approving tender documentation as well as in the evaluation of offers;
- communicate with applicants and tenderers during a public tender procedure;
- contribute to the planning and monitoring of procurements within the framework of various procurement reports produced by the Chief Procurement Officer.

### **Qualifications, experience and skills**

Essential:

- a bachelor's degree in law;
- a demonstrable interest in procurement law;
- an advanced-level command of English;
- at least an intermediate-level command of at least one other official language of the EU;
- a proven ability to understand, as well as draft, complex documentation;
- a working knowledge of standard MS Office applications (e.g. Word, Excel and PowerPoint).

Desired:

- a qualification or postgraduate studies in the field of procurement law;
- a bachelor's degree or higher in business administration;
- work experience in the field of procurement;
- knowledge of document management systems such as OpenText Livelink;
- user knowledge of software tools for planning, executing and monitoring procurement procedures and/or enterprise resource planning systems such as SAP.

You are curious and eager to learn, and want to further develop your ability to analyse complex information. You are keen to collaborate with others, pursue team goals and learn from other people's diverse perspectives. You strive to know and anticipate stakeholder needs, and will signal any need for change and propose alternative solutions.

### **Further Information**

The recruitment process for this position may include a telephone interview.

### **Application and selection process**

For further information on how to join us,

**<http://www.ecb.europa.eu/careers/before-you-apply/html/index.en.html>**.