

Traineeship Programme – 2024 - 2025

Corporate Services (CS)

Description of the Unit

The Corporate Services Unit supports the operational work of the Agency enhancing its ability to function as a best practice, knowledge-based, lean and service-oriented public body as well as to create and sustain a pleasant and appreciative working environment.

Its core tasks include a range of activities supporting the Agency's operations, such as human resources, finance, procurement, planning, quality, legal, digital services, and facilities.

It is composed of five areas of work:

- **Finance & Contracting Sector**

It provides financial services, contributing to the effectiveness, efficiency, and economy of operations, ensuring sound financial management of the Agency's financial resources, and compliance with the applicable financial rules. The sector also provides reliable financial management reporting to the Agency's management to facilitate the decision-making process. It is responsible for the sound implementation of the procurement procedures (purchasing at the most economic advantageous tender) as well as following up on the contracting side.

- **Digital Services & Facilities Sector**

The Digital Services & Facilities Sector is responsible for the provision of uninterrupted IT services, the digital transformation across the Agency's operations, the development of office automation tools, and the provision of underlying infrastructure supporting administrative and operational activities of the Agency.

- **Human Resources Sector**

The Human Resources Sector provides all-round HR services for staff and supports FRA to attract, motivate, develop, and retain qualified employees. It fosters an inclusive, rewarding, and high performing work environment to support the Agency in achieving its mandate.

- **EU Agencies Network Coordination (EUAN)**

The FRA Focal Point for the EU Agencies Network Coordination (EUAN) is the Agency's area of work under the Corporate Services unit responsible for coordinating FRA's activities required to ensure the successful fulfilment of the role as member of the EUAN, in particular in areas related to governance, administration, finance and HR. Its responsibilities include also the follow-up on the Budgetary and Discharge procedures related to FRA at the level of the European Parliament.

- **Planning**

Planning is responsible for planning, monitoring, evaluation and reporting documents, covering the full range of activities undertaken by the Agency, such as FRA Strategy, Programming Document and Annual Activity Report. Moreover, it monitors FRA performance and evaluates project results. It organises stakeholder consultations for key planning documents.

Which tasks are expected in this unit?

Depending on the sector, team or area of work, the tasks would include some of the points mentioned below:

- Support in the **procurement procedure cycle** (Finance and Contracting);
- Update of **financial and budget reports** (Finance and Contracting);
- Assist in the **management and maintenance** of the Agency's intranet applications linked to document management, planning, internal communication, etc. (Digital Services and Facilities);
- Assist in the **development of reports** by utilising office automation tools and reporting software tools (Digital Services and Facilities).
- Assistance in the **implementation and coordination** of the Agency's professional Staff Learning & Development program (Human Resources Management);
- Support in the **recruitment and selection procedures** (Human Resources Management);
- Support in the **organisation of the traineeship programs** (Human Resources Management);
- Assistance in tasks linked to the **implementation of the Evaluation policy and activities** - ex-ante and ex-post evaluations (Planning);
- Assistance in tasks linked to the **elaboration and revision** of the Annual activity report and other performance-related reports (Planning);

- Review of documents, templates, reports, presentations for **planning and project management** purposes (Planning);
- Assistance in tasks related to the **implementation and development of the Quality Management system**, providing support in the drafting of policies and procedures, and follow up on their implementation (Quality);
- Assist in **implementation of activities** required to ensure that FRA successfully fulfils its role as member of the EU Agencies Network (EUAN);
- Assist in follow-up on **EU Agencies Network** requests both external and internal;
- Assist in follow-up on the **budgetary and discharge procedures** (e.g. preparation of policy briefings, MEP fiches etc.) (EUAN);
- Assist in **drafting and editing** of relevant communication documents (EUAN);
- Carrying out **organisational and administrative tasks**, taking meeting minutes, etc.