

## **Traineeship Programme 2025-2026**

### **Administration (ADMIN)**

#### **Description of the Unit**

The Administration 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.

The three sectors forming the unit (i.e. Human Resources, Legal and Planning sector, Finance and Contracting sector and Digital Services and Facilities sector) are key for creating a pleasant and appreciative work environment, ensuring a sound management of the Agency's resources, both financial and human, competitive procurement and compliance with the applicable legal framework, all enabled by a performant and reliable infrastructure (IT and building) and a robust quality management system:

- **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. The Sector is also responsible for ensuring the efficient operation of all in-house facilities, including security, cleaning, logistics, audiovisual services, as well as building maintenance and management.

- **Human Resources, Legal and Planning Sector**

The HR, Legal and Planning Sector covers three main thematic areas:

1. Coordination and delivery of all HR services for staff and supporting FRA to attract, motivate, develop, and retain qualified employees, fostering an inclusive, rewarding, and high performing work environment to support the Agency in achieving its mandate.
2. Providing legal advice on any matters of the agencies' work, in particular on financial, personnel, confidentiality and data protection matters and in access to documents.

The HR, Legal and Planning Sector includes also the function of EU Agencies Network Coordination (EUAN) focal point, ensuring that the Agency fulfils successfully its role as member of the network, and the follow-up on the Budgetary and Discharge procedures related to FRA at the level of the European Parliament.

### **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:

#### *Finance & Contracting Sector:*

- Support in the **procurement procedure cycle**;
- Update of **financial and budget reports**;
- Assist in the development of reports by utilising **office automation tools** and reporting software tools.

#### *Digital Services & Facilities Sector:*

- Support the maintenance of the **document management system** based on Microsoft SharePoint Online;
- Assist with updating and maintaining the **Agency's intranet applications** utilising Microsoft365 technologies like Microsoft SharePoint Online and PowerApps;
- Involved in the experimentation, introduction, and implementation of **Artificial Intelligence technologies** to enhance operational and administrative efficiency.

#### *Human Resources, Legal and Planning Sector:*

- Assistance in the **implementation and coordination** of the Agency's professional Staff Learning & Development program;
- Support in the **recruitment and selection procedures**;
- Support in the **organisation of the traineeship programs**;
- Assist in **implementation of activities** required to ensure that FRA

successfully fulfils its role as member of the EU Agencies Network ;

- Assist in follow-up on the **budgetary and discharge procedures** (e.g. preparation of policy briefings, MEP fiches etc.);
- Carrying out **organisational and administrative tasks** in the areas listed above, taking meeting minutes, etc.