

ECHA/TRN/2023/018 – Governance, Strategy and Relations (GSR) Unit (E1)

The **Governance, Strategy and Relations Unit** works with the management team, units across the Agency, and partners in Institutions, Member States and third countries, benefitting from a variety of professional profiles, experience on the job, trustful ways of working and increasing integration of ECHA's activities to support the Agency in fulfilling its objectives in a coherent, effective and efficient way.

The GSR Unit:

- Enables the Management Board to fulfil its duties, and to provide strong governance and strategic steer to the Agency as a precondition to deliver its mission and vision;
- Provides a support and advice capacity to the management team to navigate through change, uncertainty and risks, promoting compliance and adapting to developing institutional demands;
- Provides corporate management systems and tools, integrating the ISO certified quality scheme with the EU agencies framework for internal control, audits, evaluations, risk management, and performance management;
- Manages an alignment and prioritisation management body and a business network for the main products involved in the Integrated Regulatory Strategy bridging IT and business aspects;
- Manages ECHA's strategic planning and reporting cycles, to deliver on its strategy, plan the resources and activities for existing and new tasks in a consistent, transparent and performance-orientated manner, and reliably report on the outcome;
- Engages with policy stakeholders in European Union Institutions, Member States to understand their viewpoints and expectations, foster ECHA's reputation, advocate its interests and identify strategic opportunities;
- Liaises with third countries and international organisations to increase the awareness of ECHA's impact, and develop international activities, including through projects for capacity building in accession countries (IPA).

Assignment

Being integrated into the ongoing work of the unit, typical trainee assignments in the GSR Unit are:

- Drafting letters and documents
- Conducting analysis of internal or external content, providing summaries and insights
- Organising meetings, drafting agendas, providing meeting support, drafting minutes
- Providing project management support, developing plans and reports
- Actively participating in the teamwork of the Unit and contributing to improving the ways of working

Ideal trainee profile

- Completed university studies at least to bachelor degree level

- Good knowledge of the European Union and its operative framework;
- Experience in using MS Excel, Outlook, SharePoint;
- Good communication and interpersonal skills;
- Aptitude for team work;
- Good written and spoken English skills (as this is the working language of the Agency).

NOTE: the traineeship is intended to support both the work of the GSR Unit and the personal and professional development of the trainee. We require candidates to use the free text fields of the application to articulate their motivation in applying for this traineeship. They are furthermore invited to indicate their areas of interest from within the Unit's tasks, as a starting point for a dialogue that will continue throughout the traineeship.

Starting Date: 1 March 2023

Duration: 6 months

Deadline for applications: 30 October 2022 at noon 12:00 Helsinki time (11:00 a.m. CET)