



Lifelong Learning Programme

LEONARDO DA VINCI PROGRAMME
PEOPLE IN THE LABOUR MARKET
MOBILITY

Leonardo da Vinci traineeship offer

Host organisation: Hellenic Society for the Promotion of Research and Development Methodologies (PROMEA), Athens, Greece

PROMEA's purpose is the promotion of the knowledge society in Greece and Europe. It aims to enhance and to promote model research & technology processes; to manage knowledge as the primary factors for development support innovation and technology transfer; to manage research & development projects; to support, promote and to provide training based on knowledge and innovative methodologies; to strengthen the society of knowledge.

PROMEA's activities include: implementation of research and training activities; development of know how and methodologies for managing R&D projects; scientific & educational research; service to improve research capacities in the public and private sector; advancement of teaching and learning methodologies by innovative learning-by-doing approaches; scientific publications; issuing of press releases and other materials; international collaboration and exchange of experience through projects, studies in the field of research and education.

PROMEA is a small organisation offering quality working conditions and focusing its activities in an international environment. Working language is English. Its clients and partners are located across Europe. It is located in a suburb near the centre of Athens.

Local and temporal specification of the traineeship:

Division/Department: Research and Development, Athens, Greece

Starting date (earliest possible): position open continuously

Starting date (latest possible):

Duration: 3 months

Working hours: 40/week

Training content (activities/tasks):

The trainee will be part of the working team of PROMEA and will be fully involved in the every day activities which include among others:

- ✓ Preparation of reports and studies
- ✓ Event organisation (such as: international summer schools for professionals in the IT sector)
- ✓ Implementation of surveys (Indicative topics include usage of Open source software, innovation performances, use of innovative training methodologies in several European countries etc.)
- ✓ Project Management (assistance in the project management of European research projects in the area of information technology)

Required profile of the candidates:

- ✓ **University graduates** in Business, Economics, Computer science, Mathematics, Physics, Engineering or Education
- ✓ Knowledge/experience in quantitative and qualitative analysis methodologies
- ✓ Skills in project management, international cooperation and report drafting (desired - not required)
- ✓ Very good command of English
- ✓ Pertinent MS-Office user
- ✓ Excellent analytical and writing skills
- ✓ Commitment to learning and self-improvement
- ✓ Professional attitude

Further, applicants must meet the following criteria:

- ✓ Graduates of Palacky University in Olomouc, Moravian College Olomouc, Tomas Bata University in Zlin or other higher education institution having its registered office in the Central Moravia region
- ✓ Date of graduation: no more than 1,5 year ago
- ✓ You have not carried out a Leonardo da Vinci traineeship, mobility of people in the labour market (PLM) yet
- ✓ Permanent residence or perspective employment in the region is advantage

Remuneration:

- ✓ financial support – 0 EUR/month
- ✓ contribution in kind (e.g. accommodation, public transport, meals etc.) – in the value of 0 EUR/month

Note: beside possible financial support and/or contribution in kind provided by the host organisation, the selected candidate(s) shall receive a Leonardo da Vinci grant. Grants are allocated in the max. amount of a 3-month scholarship (monthly rate being max. 600 EUR).

Please send your application documents (CV and cover letter in English language) to info@edutrain.cz at least two months before the planned start.