

Traineeship Description	
Job Area	Research – Working Life Unit: Working conditions and Sustainable Work
Job purpose	The trainee will work on projects in the activity <i>Working conditions and sustainable work</i> , with a specific focus on the project investigating changes in working time patterns and a project examining company practices and working conditions in Small and Medium Enterprises (SMEs). Emphasis will be on qualitative research tasks linked to review of contributions from Eurofound’s Network of Correspondents, literature reviews and drafting of synthesis reports. As the mentioned projects also involve data analysis, support for these tasks could also be included, depending on the skill profile.
Main responsibilities	<p>Typical responsibilities:</p> <ul style="list-style-type: none"> • Literature reviews; • Review of qualitative information (from network correspondents or other sources); • Response to ad-hoc data requests from external and internal stakeholders; • Preparation of slides for dissemination of Eurofound research; • General project assistance depending on the trainee’s abilities and preferences; • Any other duty relevant to the role.
Desired Academic background	University degree required and relevant professional qualification (desired) applicable to economic or social policy related research in the following area(s): working conditions, labour market and employment.
Desired Skills	<ul style="list-style-type: none"> • Good editing and drafting skills in English; • Good language ability; fluent in English and another EU language; • Interest in working in policy-oriented research in the area of working life. <p>Qualitative:</p> <ul style="list-style-type: none"> • Experience in conducting literature reviews and other forms of desk research (e.g. internet searches, screening of policy documents); • Some familiarity with institutions that are Eurofound’s key stakeholders (i.e. Trade unions, employer’s organisations, governments, European level institutions). <p>Quantitative:</p> <ul style="list-style-type: none"> • Advantageous: quantitative research skills with a good level of computer literacy (going beyond MS Office and including data analytical tools, such as SPSS).
Expected learning outcomes	<ul style="list-style-type: none"> • To familiarise with the work of the EU Institutions and EU Agencies; • To deepen understanding of EU policy making in the employment and labour market area, notably as regards industrial relations and working conditions; • To develop and enhance writing, editing and analytical skills; • To develop research knowledge and capacities; • To gather experience in working in a multi-cultural and multi-disciplinary team.