



EUROPEAN CENTRAL BANK

EUROSYSTEM

Position Details

Traineeships in the Information Management Services Division

Reference 2017-064-TRA

Function

The Directorate General Secretariat of the European Central Bank (ECB) is seeking applications from recent graduates in librarianship, archives and/or records management to participate in a traineeship in its Information Management Services Division (IMS) for an initial period of up to six months.

IMS is responsible for the following tasks:

- developing, maintaining and guiding the implementation of information management policies and procedures, and providing records management services, including in the area of data protection;
- managing the ECB's physical and electronic archives and arranging for the disclosure of archived information when required, as well as the disposal of information in accordance with the ECB's information retention policy;
- managing the ECB library and providing staff with print and electronic publications and information services;
- supporting the further development of enterprise content management and coordinating the selection of systems and tools for: (i) the archives and library, (ii) collaboration, and (iii) document and records management;
- providing related practical training, maintenance and support for the ECB, the Eurosystem, the European System of Central Banks, the European Systemic Risk Board and the Single Supervisory Mechanism.

The Division is divided into four teams: Archives, Library, Information Management Policy and Records Management, and Information Management Solutions.

As a Trainee, you will contribute to a selection of the following tasks carried out by the Library, Archives, and Information Management Policy and Records Management teams, according to your expertise:

- assisting in developing and updating the ECB's information management policies, procedures and guidelines;

- streamlining and raising awareness of staff guidance material in order to encourage adherence to the ECB's information management policies and procedures;
- compiling an inventory of the ECB's information-holding systems and helping to assess their compliance with the ECB's information management policies and procedures;
- quantitative and qualitative monitoring and reporting on information management practices;
- arranging and describing archival or library holdings (including audio-visual material) according to recognised standards;
- acquiring and appraising archives' material to meet business needs;
- assisting in carrying out sensitivity reviews of archival records;
- specifying and/or testing functional requirements for records management and electronic archives management;
- providing reference services at the Library Welcome Desk using print and electronic resources;
- supporting the development of tailor-made information services to meet business and research needs through the scanning of literature and the use of news monitoring services, online databases, etc.;
- contributing to the Division's information management projects, for example: digital archiving and preservation, digitisation of media assets, implementation of retention, mobile reading.

Qualifications and experience

You will bring to the role:

- a bachelor's level qualification in librarianship, information, archives and/or records management or, if your first degree is not in this field, a postgraduate diploma, master's or higher degree –or enrolment in such postgraduate studies – in any of these subjects;
- an advanced command of English;
- a moderate command of at least one other official language of the EU;
- a working knowledge of MS Office, such as Word, Excel and PowerPoint;

- ideally, knowledge of document management systems, such as OpenText Livelink;
- ideally, knowledge of library management systems, such as Ex Libris Alma.

Competencies

You will also bring with you your ability to: communicate effectively, understand customer needs and provide user-friendly services, work as part of a team, take initiative and innovate, analyse information and organise your own work.

Closing Date for Applications: 03.04.2017

Further Information

Traineeship of six months, with the possibility of an extension to up to 12 months in total in the same business area or elsewhere within the Directorate General Secretariat.

The offices are modern and well equipped, but you will have to share office space.

Some tasks are physically demanding and you may have to work in conditions typical for book and record storage areas, particularly when processing and retrieving material from basements or locations at some distance from the offices.

How to apply

Applications are to be made in English and submitted using our online application form. An "Applicants' Guide" can be downloaded from our recruitment pages.

The recruitment process may include a pre-screening exercise and a telephone interview.

Before applying, applicants should check that they meet the conditions set out in Article 4 of the rules governing the traineeship programme:

<https://www.ecb.europa.eu/careers/what-we-offer/traineeship/html/index.en.html>

Further information on the ECB's traineeships can be found via the above link.

Applicants are accepted from nationals of the Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.

This vacancy notice may be used to fill the same position again, or similar positions, within 12 months of the selection decision.