

Position Details

Traineeship (Graduate level)

Reference 2013-083-TRA INT

Function

The TARGET2-Securities (T2S) Programme Office supports the T2S Board in the daily management of the T2S Programme. T2S will be a major step forward in creating a single market in securities, as it will provide harmonised delivery-versus-payment (DvP) settlement in central bank money in a variety of currencies for almost all heavily traded securities circulating in Europe. The trainee will be assigned to the User Management Section (USM) of the T2S Programme Office. USM is responsible for all interactions with future clients of T2S, the central securities depositories (CSDs) and the national central banks (NCBs) participating in T2S, as well as for the T2S Manual of Operational Procedures.

Successful applicants will have the opportunity to gain experience in the T2S project and to perform tasks related to (i) project management, or (ii) communications with stakeholders and clients. While at the ECB, the trainee will be expected to contribute actively to the work of the T2S Programme Office (e.g. supporting client relationship managers, helping in the monitoring of client readiness and of the status of preparations for T2S, analysing and summarising client reporting, etc.). He/she will be involved, in particular, in supporting the preparation of T2S user training and the monitoring of T2S client readiness.

The T2S Programme Office is seeking applications from recent graduates, or students who are close to completing their studies, for a four-month traineeship (with the possibility of an extension for up to 12 months).

Qualifications and experience

Applicants must have the following knowledge and competencies:

- a recently obtained Bachelor's or Master's degree in economics, finance, business administration or a related discipline; and
- knowledge of securities settlement services would be an asset.
- advanced level command of English with proven drafting ability;
- a good knowledge of at least one other official language of the EU;
- a working knowledge of MS Office, in particular Word, Excel, and PowerPoint;

- knowledge of document management systems such as OpenText Livelink;
- user knowledge of enterprise resource planning systems such as SAP; and
- a working knowledge of PC-based database solutions (e.g. MS Access) and planning solutions (e.g. MS Project) would be an asset.

Behavioural competencies

The successful candidate will have the following behavioural competencies:

- communicates effectively using simple and clear language;
- handles sensitive and confidential information with the necessary discretion;
- takes on tasks and supports team members in achieving common goals;
- pursues assigned tasks with energy and drive;
- delivers results within agreed deadlines;
- applies a logical and methodical approach to solving difficult problems; and
- prioritises tasks, pays attention to detail and manages multiple assignments simultaneously.

Closing Date for Applications: 01.05.2013

Further Information

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.

Traineeship for an initial period of four months with the possibility of an extension for a maximum of 12 months, subject to performance and organisational needs.

Further information about this position may be obtained from Mr François-Guillaume Bertrand, Market Infrastructure Expert.