



Combined Graduate Traineeship

by Forum Train Europe and ČD Cargo

Who We Are?



Organising the European Timetable Conferences for nearly 150 years, Forum Train Europe is the European platform for Railway Undertakings (RUs) and service companies for Capacity Management and Timetabling. FTE's mission is to serve as the think tank and network service provider in these areas. The association promotes the European-wide standardisation of processes and tools, develops the future management of capacity on the whole continent and by this helps to increase the competitiveness of rail. At present, the association has 86 members in 30 European countries, doing business in both passenger and freight markets, ČD Cargo being one of them.



Being one of the successors of the Czechoslovak State Railways (1918), ČD Cargo has developed into one of the leading freight Railway Undertakings in Europe, having licenses in 7 European countries and providing logistics and forwarding services in many others. Almost 6000 employees are taking care of the planning and dispatching of 750 locomotives with almost 23,000 wagons, as well as the operation of their own freight terminals and service facilities.

Our traineeship: a unique way to start a career in railways

Under the traineeship program, ČD Cargo and FTE offer to students/graduates a unique opportunity to experience the work at an international association and a freight operator already at the starting level.

We believe that an early understanding and analysing of the bigger picture of railways (within the scope of FTE activities) benefits the trainee before they start a dedicated job with specific tasks. The knowledge might help them to later better understand the motivations of various stakeholders and the context of challenges to be overcome.

On the other hand, the time spent in the environment of ČD Cargo can be utilised to expand business knowledge, consulting and supporting experts in their daily work at one of the leading rail freight operators in Europe.

At ČD Cargo and FTE, we take the involvement of trainees in our work very seriously and we try to guide them with passion, respect and motivation towards their future careers. We establish a regular dialogue, and we listen to their interests and skills so that we can involve them in a constructive, challenging and interesting way.



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Our philosophy is that the traineeship shall be a win-win opportunity. While you gain interesting and valuable experience, the ČD Cargo and other FTE members can benefit from a motivated person with a fresh perspective, who is trying to actively contribute to their activities and interests.

Currently, the sector experiences an increasing shortage of highly qualified staff. ČD Cargo and FTE would like to help you to find your way to our sector. You should not expect that you will stay afterwards at FTE or ČD Cargo, but we would be very pleased if you would successfully apply for a job with one of our members or in the railway system.

What to expect?

Your primary base will be in Prague at the headquarters of ČD Cargo. However, you may as well expect some weeks spent on tasks at the FTE office, located in the Swiss city of Bern, and potentially on international business trips to attend Working Groups and or support staff of one of ČD Cargo's local subsidiaries.

Nevertheless, the exact tasks and traineeship program strongly depend on your capabilities, profile and ongoing projects within FTE and ČD Cargo. In general, you may look forward to:

- Joining 1-2 projects as a project team member, working under supervision and individually;
- Engaging in meaningful tasks that contribute to the development of European standardisation and future capacity management processes and systems;
- Developing and refining your soft skills in an international business environment, interacting with representatives of Railway Undertakings and other stakeholders;
- Learning about the business at a leading rail freight operator in Europe;
- Participating in operational and strategic tasks at ČD Cargo, gaining insights into the logistics and management of rail freight services;
- Career advisory with the opportunity to understand the job content of different positions within railways;
- Opportunities for business trips throughout Europe (working on board of trains, even on very long distances 😊).

Candidates profile

Are you interested in boosting your career with ČD Cargo and FTE? Would you like to find out if you would fit in? Doing the traineeship with us would require that you should be available 4-5 days per week for a couple of months.

We are seeking candidates who possess:

- High motivation and passion for railways

- Fluency in English (B2+)
- Proficiency in MS Office
- A general understanding of FTE mission and ongoing activities as well as a basic understanding of the railway sector

We consider as a plus when you:

- Already possess a bachelor's degree in railway engineering, transport economics or other studies with a minor in transport or a thesis on a relevant railway topic.
- Have outstanding language skills in another language of the EU, especially DE, CZ, SK, PL, HU, SI, and HR.
- Interest in one of the following topics:
 - Railway timetabling and capacity planning
 - Rail infrastructure charges
 - Logistics and intermodal transport
 - Communication and design

If you have any questions or concerns, you may turn to info@forumtraineurope.eu or a dedicated [project manager](#).

Detailed conditions:

Application time: An application can be submitted at any time, but we recommend you apply in advance since we accommodate only 1-2 trainees at a time and follow the updates on the FTE website.

Duration: We prefer long-term traineeships with a duration of 5 to 10 months. Our philosophy is that the traineeship shall be a win-win opportunity. While you gain interesting and valuable experience, the FTE community and ČD Cargo benefit from a motivated person with a fresh perspective. We believe this requires a certain commitment period to develop knowledge to perform more advanced tasks, actually similar to those which might be required by potential future employers in the sector.

Start/end: the start and end days of the traineeship will be mutually agreed upon and an extension is possible.

Work location: Your primary base should be near the headquarters of ČD Cargo in Prague. In addition, you may utilise the FTE office, which is located in Bern within the work environment of Swiss Federal Railways (SBB). However, a certain part of the work can be done also remotely, thus the exact amount of physical presence at the office is upon the mutual agreement.

Business trips: You may expect to be sent on several interesting business trips across Europe and all related expenses are fully covered by the hosting organisations. These can be international working group meetings, conferences and local offices of ČD Cargo's foreign subsidiaries.

Supervision: one supervisor from each hosting organisation will be assigned to you. We establish a regular dialogue with to define short and mid-term tasks. You will be provided with regular feedback and new tasks will assigned to you based on your skills and progress, considering as much as possible your interests and career goals.

Thesis: There is an option to incorporate the traineeship into your academic PhD/master thesis if it aligns with FTE's working program or ČD Cargo's interests. However, incorporating a traineeship into your academic thesis is completely optional.

Financial support: While we do not provide grants, you can explore scholarships from your university or other EU/national funds, for instance, the Erasmus+. Please note that you are responsible for your own health insurance and accommodation in the Czech Republic.

We believe in equal opportunities. The financial situation of a good and motivated candidate is considered. We are open to finding a cost-neutral model and flexible working arrangements that suit your needs.

Other support: You will be provided with a computer, SIM cards and office stationeries.

Application process

You may apply for the traineeship any time, by submitting your dossier to info@forumtraineurope.eu. The complete dossier shall include:

- CV: include information about accomplished thesis and relevant courses.
- Motivation letter: (up to 1 page) or motivation presentation.
- Preferred period of traineeship

Note that no response might be provided to an incomplete dossier. The evaluation of your dossiers might take some time, thus we recommend you to apply in due time prior to your wished grant application date. Suitable and interesting candidates are called for an interview conducted in English.

FTE and ČD Cargo reserve the right to reject any application. The completion of the traineeship does not claim any right for future employment.