



**MINISTRY OF FINANCE OF UKRAINE
ORDER**

09.06.2021

Kyiv

No. 333

**Registered with the Ministry of Justice of Ukraine
on July 23, 2021 under No. 952/36574**

**On approving Procedure of conducting internships for citizens from among
young people who are not in civil service positions in the apparatus
of the State Financial Monitoring Service of Ukraine**

In accordance with part nine of Article 48 of the Law of Ukraine “On Civil Service”

I ORDER:

1. To approve Procedure of conducting internships for citizens from among young people who are not in civil service positions in the apparatus of the State Financial Monitoring Service of Ukraine, which is attached.
2. The HR and Organizational Development Department of the Ministry of Finance of Ukraine in the prescribed manner shall ensure:
submission of this order for state registration to the Ministry of Justice of Ukraine;
promulgation of this order.
3. The State Financial Monitoring Service of Ukraine shall place this order on the web portal of the State Financial Monitoring Service of Ukraine.
4. This order shall enter into force from the date of its official publication.
5. Control over the execution of this order shall be imposed on First Deputy Minister of Finance of Ukraine D. Ulitin and Head of the State Financial Monitoring Service of Ukraine I. Cherkaskyi.

Minister

Serhii MARCHENKO

AGREED:

**Head of the State Financial
Monitoring Service of Ukraine**

Igor CHERKASKYI

APPROVED

Order of the Ministry of Finance of Ukraine

June 09, 2021 No. 333

PROCEDURE

of conducting internships for citizens from among young people who are not in civil service positions in the apparatus of the State Financial Monitoring Service of Ukraine

1. This Procedure is developed in accordance with part nine of Article 48 of the Law of Ukraine “On Civil Service”.

2. This Procedure defines the procedure for organizing internships for citizens from among young people who are not in civil service positions, in order to get acquainted with the functioning of the civil service, as well as gain practical experience in performing tasks and responsibilities of a civil servant in the SFMS.

3. Internships for young people are carried out for a period of up to six months in free time from study (work) within the working hours of officials of the SFMS.

When determining the internship schedule, the rules of internal service regulations of the SFMS are taken into account, as well as the work schedule of the internship supervisor.

When determining the duration of the internship, the scope of tasks set for trainees, the workload of a potential internship supervisor are taken into account.

4. Internships for young people in the SFMS are carried out on the initiative of the Head of the SFMS or his deputies, heads of higher education institutions, youth NPOs and persons wishing to undergo internships.

The announcement of the internship shall be posted on the official website of the SFMS in the section “Internship”.

5. For the period of internship in the SFMS, an internship supervisor is assigned to the trainee from among the employees of the SFMS (heads of structural units, chief specialists) and the conditions of the internship in particular the duration and schedule of the internship, shall be determined,

6. Requirements for candidates for internship:

citizenship of Ukraine;

fluency in the Ukrainian language;

educational and qualification level not lower than junior bachelor;

age up to 35 years.

7. In order to undertake the internship, the candidate should submit a questionnaire of the candidate for the internship (Appendix 1) and an application for the internship (Appendix 2).

8. The Personnel Management Service of the SFMS prepares an order on internship, which should specify:

terms and schedule of internship;

internship supervisor;

place of internship.

9. The content of the internship is determined by an individual internship plan, which is approved by the internship supervisor (Appendix 3).

10. On the first day of the internship, the Personnel Management Service of the SFMS:
acquaints the trainee with the order on the internship;
provides the trainee with information about the structural unit where he will undertake the internship (acquaints with the provisions on the structural unit);
acquaints the trainee with the rules of internal code of conduct, organizational structure of the SFMS.
11. Trainee:
draws up an individual internship plan with the participation of the internship supervisor;
performs timely and in full the tasks defined by the individual internship plan;
adheres the rules of internal code of conduct of the SFMS, fire safety rules, rules of ethics and workplace culture.
12. Internship supervisor:
approves the individual internship plan and monitors its implementation;
provides the conditions necessary for the internship;
organizes briefings on labour protection and fire safety;
provides the trainee with the opportunity to get acquainted with the organisation of work of the structural unit where the trainee is undergoing an internship;
involves the trainee in the activities of the structural unit, the preparation of draft documents (except for documents that contain information with limited access).
13. Internship is terminated:
in case of violation by the trainee of the requirements of this Procedure;
at the trainee's own request.
The decision to terminate the internship shall be made by order of the SFMS.
14. Before completing the internship, the trainee prepares a final report on the implementation of tasks specified in the individual internship plan, in any form, certified by his own signature, and submits it for consideration to the internship supervisor.
15. After submitting by the trainee of the final report in accordance with clause 14 of this Procedure, the internship supervisor reviews it and evaluates the results of the tasks defined by the individual internship plan according to the following evaluation criteria: negative, satisfactory, excellent.
The internship supervisor prepares a verification letter on the results of the internship, which contains a negative, satisfactory or excellent assessment of the trainee's implementation of the individual internship plan and its justification (Appendix 4).
16. Documents on the internship are stored at the Personnel Management Service of the SFMS.
17. No payment is made to the trainee and the internship supervisor for the internship. The SFMS is not obliged to reimburse the trainee for travel expenses to the place of internship and back, per diems and rent.

**Director of the HR and Organizational
Development Department**

Dmytro SYVOKON

Appendix 1
to Procedure of conducting internships for
citizens from among young people who are not
in civil service positions in the apparatus of the
State Financial Monitoring Service
(clause 7)

**QUESTIONNAIRE
of the candidate for the internship**

Biographical information

(surname, name, patronymic name (if any) of the candidate)

(date, month, year of birth of the candidate)

Information on education

Name of educational institution	Year of entry	Year of graduation	Field of knowledge/speciality/specialization	Degree of higher education

Information on employment record and work experience (if any)

Period of work (start and end date)	Name of enterprise, institution, organization	Job title	A brief description of the main functions

Information on foreign language proficiency (if any)

Language	Level of knowledge of a foreign language

Additional information (may include information on internship experience in other authorities, participation in public organizations, research activities, etc.)

Internship planning

Desired areas of internship:

1. _____
2. _____
3. _____

The purpose of the internship at the SFMS:

“ ___ ” _____ 20__

(signature of the candidate)

Appendix 2
to Procedure of conducting internships
for citizens from among young people
who are not in civil service positions in
the apparatus of the State Financial
Monitoring Service
(clause 7)

(position, surname, name, patronymic name (if any))

of the head of the civil service

from _____

(surname, name, patronymic name (if any) of the candidate)

who resides at the address: _____

(contact phone number)

email address _____

(filled in block letters)

APPLICATION
for internship

Please allow me to undertake an internship _____

(name of the state authority)

and the name of the structural unit

of the state authority)

from “___” _____ 20__ to “___” _____ 20__ (inclusive).

I hereby agree to the processing of my personal data in accordance with the requirements of the Law of Ukraine “On Protection of the Personal Data”.

“___” _____ 20__

(signature of the candidate)

Appendix 3
to Procedure of conducting
internships for citizens from among
young people who are not in civil
service positions in the apparatus of
the State Financial Monitoring
Service
(clause 9)

APPROVED
Internship supervisor

(signature) (first name, last name)
“ ___ ” _____ 20__

INDIVIDUAL INTERNSHIP PLAN

(last name, first name, patronymic name (if any) of the trainee)
who undertakes an internship at _____

(name of the structural unit)
from “ ___ ” _____ 20__ to “ ___ ” _____ 20__ (inclusive).

N з/п	The name of the task	Deadline	Performance indicators
1	2	3	4

“ ___ ” _____ 20__

(signature of the trainee)

(first name and surname of the
trainee)

Appendix 4
to Procedure of conducting
internships for citizens from
among young people who are
not in civil service positions in
the apparatus of the State
Financial Monitoring Service
(clause 15)

**VERIFICATION LETTER
on the results of the internship**

issued to _____
(last name, first name, patronymic name (if any) of the trainee in the genitive case)
certifies that he (she) has actually completed the internship in _____
(full name of the structural
_____ unit of the state authority or

_____ position of an employee introduced into the structure of a state authority as a separate staff unit)
from “___” _____ 20__ to “___” _____ 20__ (inclusive),
according to order as of “___” _____ 20__ No. _____.

The internship was conducted in accordance with the individual internship plan as a result of which the trainee received a grade of* _____.

Information on the level of professional training of the trainee, knowledge and skills acquired by him (her), professional, business and personal qualities of the trainee during the internship** : _____

Head of the Civil Service in the SFMS

(signature)

(first name and last name)

* Evaluation criteria:

negative – the total percentage of tasks completed is from 0 to 50%;

satisfactory – the total percentage of tasks completed is from 51 to 80%;

excellent – the total percentage of tasks completed is from 81 to 100%.

** To be filled in by the internship supervisor.