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## TRAINEESHIP AT CEDEFOP

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Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2017.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department for Learning and Employability
Project description	Lifelong guidance
Project outputs / outcomes	<p>Structured, easy to use information about systems and practices, to be navigated by country, type of intervention and user group.</p> <p>2017 update, in cooperation with CareersNet of database in line with monitoring needs associated with 2008 Council Resolution on lifelong guidance and in line with the principles agreed by Member States in the EU Guidelines for Lifelong Guidance Systems.</p> <p>Database will be made available on Cedefop's website, in lifelong guidance's webpage, after validation with national representatives.</p> <p>Database will serve both external and internal users who need to have quick access to clear and complete information on guidance in Europe.</p> <p>Support to CareersNet members and to organisation of activities linked to the network's operation.</p>
The trainee's main duties and tasks	<p>Manage the EU database of lifelong guidance systems and practices.</p> <p>Assure quality development of website on lifelong guidance practices and systems, and stable integration between back and front office components of the database, in cooperation with Cedefop's ICT and webpage development teams.</p> <p>Validate and update information with the cooperation of CareersNet lifelong guidance experts.</p> <p>Develop internal workflows for database consultation and management.</p> <p>Generate targeted templates, departing from database, for policy reporting and pilot their implementation.</p> <p>Keep database of CareersNet members updated and provide relevant feedback to its members.</p> <p>Support Lifelong guidance project on the organisation of events or other activities linked to CareersNet.</p>

Expected learning outcomes	<p>Solid knowledge about European lifelong guidance systems. Awareness about current practices to support the career development of different client groups. Experience with the construction of a EU level database for public usage.</p> <p>Experience in the management of a network of experts and associated activities.</p> <p>Trainee should be able to draft an analytical paper on comparative LLG policy, on a theme to be decided during traineeship.</p>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	University degree in social sciences.
<b>DESIRABLE</b>	
Experience/exposure	<p>Frequency of master level degree in social sciences, preferably in career guidance or educational research (sociology, education, psychology).</p> <p>Acquaintance with research activities, preferably related to career development, guidance or career education.</p>

**For further information and on-line application please visit:**

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



**Deadline for the submission of applications **22/06/2017** at 14.00 Greek time (CET+1).**

**Only applications submitted on line will be accepted.**