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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 Resources and Support/Facilities
Project description	<p>Cedefop is currently reviewing the use of its building space. The aim is to ensure a work environment that supports employees' efficiency, health and safety and wellbeing. The trainee will work closely with Facilities.</p> <p>DRS/ Facilities is responsible for the design, construction, fitting-out and refurbishment of the buildings and premises, with particular emphasis on improving the quality of service; Main tasks will be to support the development of engineering projects to be included in the multi-annual work programme of Cedefop.</p>
Project outputs / outcomes	<p>Analysis and evaluation of current building space.</p> <p>Multi-annual work programme: this will include the design and cost analysis of a pool of future projects, after internal consultation</p>
The trainee's main duties and tasks	<p>Main tasks will be to support the development of projects to be included in the multi-annual work programme for the Centre that will include;</p> <ul style="list-style-type: none"><li>- the design of a refurbishment of the cafeteria;</li><li>- the design of internal and external signage</li><li>- the design of space dedicated to interviews</li><li>- the design of a solution for the back of the reception desk</li><li>- the development of green sustainable solutions for the building</li><li>- partial update of the buildings' architectural drawings with the use of auto-cad.</li></ul>
Expected learning outcomes	<p>The trainee will gain technical knowledge and expertise in the application of relevant EU application in an international work environment.</p> <p>S/he will apply project management skills in an occupational setting and gain experience in consulting with multiple interested parties to achieve a specified outcome.</p> <p>The trainee will also learn to communicate complex technical contents effectively to different target</p>

	groups and to convey messages clearly and effectively, orally and in writing.
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	Degree in Architecture with preferable specialisation in Interior Design. Very good English skills (oral and written) are essential.
<b>DESIRABLE</b>	
Experience/exposure	

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.