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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 VET systems and institutions (DSI)
Project description	<p><b>VET policies and systems – Assistance in designing and managing content for the web, and database maintenance.</b></p> <p>The department supports policy development and provides evidence for policy making to help modernise vocational education and training (VET) systems.</p> <p>The VPS team monitors, analyses, and reports on progress in priority areas for VET that EU Member States, Norway and Iceland have set for VET. For the period 2015-20, they defined five medium term deliverables and transversal priorities (<a href="#">Riga Conclusions</a>):</p> <p>In 2017, the VPS team is preparing a report <sup>(1)</sup> which will present trends across countries and inform about the developments in the EU Member States, Iceland and Norway (EU 28+). The report and its ‘country chapters’ will be published on Cedefop’s website and inform policy making. In 2018, the country-specific information will be updated.</p> <p>VET policy reporting requires sound monitoring approaches and effective methods and tools. The team analyses and synthesises qualitative and quantitative information mainly provided by ReferNet – Cedefop’s European network for expertise on VET (key institutions dealing with VET, VET policy and/or research). Other Cedefop, European and international sources are also used.</p> <p>This work requires collaborating with colleagues in house and external partners, for instance the European Commission, national ministries, employer and employee representatives.</p> <p>Other tasks within this project:</p> <p>The team also publishes descriptions (country reports) and concise information (‘spotlights’) on the main features of VET, and news items prepared by ReferNet. For Presidency countries, reports and</p>

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<sup>(1)</sup> The latest comprehensive report is [Stronger VET for better lives](#) and the related [briefing note](#).

	<p>spotlights on VET are also published in hard copy. In 2017/18, work within the VPS project will also include preparing and carrying out a study on key competences in VET.</p> <p>VPS work includes preparing information for high-level meetings and events and the European Commission; for instance for its work on the education and training monitor or country-specific recommendations (as part of the economic policy coordination to achieve the aims of Europe's 2020 strategy – European Semester).</p>
<p>Project outputs / outcomes</p>	<p><u>Publications 2016-18:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Short description VET in Slovakia</a> (Presidency);</li> <li>• <a href="#">Spotlight VET in Slovakia</a> (Presidency);</li> <li>• Short description VET in Malta (Presidency; forthcoming);</li> <li>• <a href="#">Spotlight VET in Malta</a> (Presidency);</li> <li>• <a href="#">Regular spotlight updates</a></li> <li>• <a href="#">National news on VET throughout the year</a></li> <li>• <a href="#">VET-in-Europe reports</a> (online);</li> <li>• <a href="#">Key competences in VET: ReferNet thematic perspectives</a>;</li> <li>• Cedefop monitoring of VET policy developments 2015-17 (forthcoming);</li> <li>• Short descriptions and spotlights on VET in Estonia, Bulgaria (Presidency countries)</li> </ul> <p><u>Other outputs (2016/17):</u></p> <ul style="list-style-type: none"> <li>• 35 country-fiches (not publically available);</li> <li>• Papers for meetings/working groups of policy makers at EU-level and input to presentations at European/international conferences.</li> </ul>
<p>The trainee's main duties and tasks</p>	<p>In a team of currently 6 members (including the coordinator), the trainee is expected to:</p> <ul style="list-style-type: none"> <li>• contribute to designing, organising and managing information to make the team's products more visible, interactive and user-friendly, in particular presentation of VET in Europe reports on Cedefop's web portal;</li> <li>• help collect data, maintain and update content and related databases;</li> <li>• contribute to other activities that require information and communication expertise, .e. g. prepare presentations and graphs; textual information for the web and social media;</li> <li>• support VPS team members in generating, analysing and preparing country-specific and thematic information, reports and spotlights;</li> <li>• collaborate with colleagues in different in-house departments services and external partners</li> </ul>

Expected learning outcomes	<ul style="list-style-type: none"> <li>• improved competences in developing web content and experience in applying web content management systems including databases for the web;</li> <li>• experience in handling and analysing data</li> <li>• gained experience in customising information for different EU-level target groups;</li> <li>• improved understanding of VET-related policies and systems in EU Member States;</li> <li>• gained practical experience in day-to-day business of an EU agency;</li> <li>• team working skills in a multi-cultural and multi-disciplinary environment</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<p>University studies of at least three years attested by a diploma or equivalent in web content management, communication, library and information Studies, or related field.</p> <p>English at level C1 (<a href="#">Common European Framework of reference for languages</a>)</p> <p>IT literacy</p>
<b>DESIRABLE</b>	
Experience/exposure	<p>Experience in information systems design and methodologies, content organisation and navigation; good knowledge of web standards (HTML, XML etc), CRM software;</p> <p>experience in web communication;</p> <p>ability to develop and maintain databases and understand new software quickly (e.g. Drupal);</p> <p>knowledge of VET related policies and system(s);</p> <p>analytical skills;</p> <p>experience in teamwork;</p> <p>(an)other foreign language(s) at minimum level B2 is/are an asset.</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.**