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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	DSL
Project description	<p>The trainee will be involved in skills forecasting where he/she will contribute to the analysis and dissemination of results. The traineeship will provide an opportunity for trainee's professional development being involved in unique pan-European skills analysis projects.</p> <p>Concrete tasks would include:</p> <ul style="list-style-type: none"><li>- Analysis of skills forecasting data and preparation of country summary tables;</li><li>- Preparation of publications on country forecast developments;</li><li>- Background data analysis and support to drafting parts of reports for the forecasting reference publication;</li><li>- Supporting the presentation of forecasting data through Cedefop's web portal and the Skills Panorama;</li></ul> <p>Analysis of other data, produced by the skill analysis team, and contribution to the dissemination process.</p>
Project outputs / outcomes	<p>Specific deliverables would include:</p> <ul style="list-style-type: none"><li>- Series of country forecasting fiches;</li><li>- Presentation of skills forecasting data in the web portal and the Skills Panorama;</li><li>- Contribution to skills forecasting reference publication;</li><li>- Organisational work for dissemination event.</li></ul> <p>Ad hoc contributions to various dissemination activities.</p>
The trainee's main duties and tasks	<p>Data analysis:</p> <ul style="list-style-type: none"><li>- Carry out data analysis and support data validation;</li><li>- Assess the quality and robustness of results ;</li><li>- Produce ideas for further research.</li></ul> <p>Assisting the publication process</p> <ul style="list-style-type: none"><li>- Prepare figures and tables;</li><li>- Support to drafting parts of reports presenting main findings and trends;</li></ul> <p>Contribute to other activities within team</p>

	<ul style="list-style-type: none"> <li>- Active participation at meetings;</li> <li>- Propose ideas about how to best present the results.</li> </ul>
Expected learning outcomes	<ul style="list-style-type: none"> <li>- Obtain the knowledge of Cedefop's skills supply and demand forecasting and other projects on the anticipation of skill needs;</li> <li>- Understand the trends on the labour market in Member States and EU;</li> <li>- Insights into means for data and forecast dissemination;</li> <li>- Build expertise in data handling and in data analysis;</li> <li>- Develop organisational skills for high level events.</li> </ul> <p>Work as part of a multidisciplinary and multicultural team within Cedefop</p>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<ul style="list-style-type: none"> <li>• Have a Master's degree in economics, econometrics or statistics</li> <li>• Proven skills in labour market analysis, economic modelling and forecasting;</li> <li>• Experience in data handling, statistical analysis;</li> <li>• Experience in drafting reports and presenting in written research outcomes;</li> <li>• Professional use of MS office products or equivalent is a pre-requisite.</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>• Understanding of education and training, labour market data and relevant classifications;</li> <li>• Experience in publication activities;</li> <li>• Experience in handling large datasets</li> </ul>

**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.**