TRAINEESHIP AT CEDEFOP

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

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	Department for Resources and Support (DRS) Information and Telecommunication (ICT) Service
Project description	- Contribute to the enhancing of Cedefop's Cyber Security & Compliance, a focus project for the ICT service in 2023. - Prepare user-friendly and dynamic documentation for Cedefop's ICT systems, possibly in the form of FAQs, utilising Microsoft SharePoint and/or Atlassian Jira/Confluence. - Provide direct support to end-users in their daily use of ICT systems, assisting the ICT Helpdesk. - Contribute to other ongoing ICT Information Systems and System Administration projects, as needed. - Assist to the development of the digital platforms used by Cedefop: 'FlowForma' platform for workflows and 'Oleeo' recruitment platform.
Project outputs/outcomes	- Reporting on testing functionality or ICT security - Online ICT Documentation (possibly in the form of FAQs) - Presentations (PPT) and Reports on selected topics of technology on which the trainee has carried out research. - Code or scripts in PowerShell/FlowForma/Oleeo, solving problems and providing solutions.
The trainee's main duties and tasks	- Use ICT Security tools, either online or internal - Test functionality and use case scenarios - Troubleshoot and investigate technical solutions to problems - Provide end-user support, in cooperation with the Helpdesk - Draft documentation for IT systems - Assess off-the-shelf software products
Expected learning outcomes	- Understand the landscape of ICT tools, platforms and systems used in an organisation like Cedefop - Be able to combine soft skills like communication, understanding of user needs, problem-solving and keeping in mind the big picture, with technical skills. - Be able to use ICT security tools for solving problems and troubleshooting - Acquisition of technical skills (e.g. learn how to use the "openssl" command, code in PowerShell,

	code in FlowForma and/or Oleeo)
ESSENTIAL REQUIREMENTS	
Academic background	Computer Science/Informatics/Engineering
DESIRABLE	
Experience/exposure	IT Security & privacy, cybersecurity, cryptography, networks Web technologies & tools

ATTENTION

Deadline for the submission of applications:
Thursday 16 March 2023 at 13:00 Greek time (CET+1)

Only applications submitted online will be accepted