



TRAINEESHIP AT CEDEFOP

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

Cedefop, the EU Agency based in Thessaloniki, offers a 1-year traineeship starting on 1 February 2022.

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	DCM / Research Support Service
Project description	The objective of the project is to ensure that Cedefop's records are managed in a way that supports operational efficiency, regulatory compliance, and the capture of institutional memory.
Project outputs/outcomes	<ul style="list-style-type: none">• EDMS (Electronic Document Management System) properly managed.• Physical archives properly managed.• Cedefop staff supported on RM practice when required.
The trainee's main duties and tasks	<p>The trainee will:</p> <ul style="list-style-type: none">• support organisational use of the EDMS (Electronic Document Management System) to achieve records management objectives.• assist with management of physical records in Archives room.• assist on the review of the Cedefop Records Classification Plan and Retention Schedule .• assist on the appraisal of legacy records and tracking of disposition actions.• support Cedefop staff on their records management responsibilities according to best practices.
Expected learning outcomes	<p>The trainee will gain knowledge of:</p> <ul style="list-style-type: none">• Records management within the setting of the EU institutions/agencies.• Use of EDMS (Open Text Content Server) and other document management tools such as Adobe Acrobat.
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none">• Degree in Records Management, Archives, Library and Information Studies, or other Information Management discipline.• fluency in English and knowledge of another EU official language.

	<ul style="list-style-type: none"> comfortable with electronic information management software.
DESIRABLE	
Experience/exposure	<ul style="list-style-type: none"> Knowledge / experience with digital preservation standards and metadata. Knowledge / experience with OpenText Livelink. Knowledge / experience with MS Office Suite (SharePoint). Service-oriented and problem-solving attitude.

For further information and on-line application please visit:

<https://www.cedefop.europa.eu/en/about-cedefop/recruitment/traineeships>



**Deadline for the submission of applications:
25/11/2021 at 12.00 Greek time (CET+1)**

Only applications submitted online will be accepted