



TRAINEESHIP AT CEDEFOP

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 01/10/2019.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Executive Director's Office / Data Protection
Project description	<p>The trainee will:</p> <ul style="list-style-type: none">• assist with review of data processing operations in light of the GDPR-aligned Regulation (EU) 2018/1725• support compliance with regulations on public access to documents and historical archives• provide administrative support to the Office of the Executive Director for organisation/preparation and follow-up of the Management Board and Executive Board meetings in 2019-2020
Project outputs / outcomes	<ul style="list-style-type: none">• All new processing operations identified, assessed and documented• Item-level description of pre-1990 historical archives completed and made available to public• Support provided for organisation of Management Board and Executive Board meetings.
The trainee's main duties and tasks	<ul style="list-style-type: none">• Assist Cedefop departments/services with creation of 'records' of processing operations, together with associated compliance check and DPIA (Data Protection Impact Assessment) where required;• Assist with research for and drafting of opinions and guidelines on data protection issues;• Completion of item-level description of pre-1990 historical archives;• Administrative support for organisation/preparation and follow-up of Management Board and Executive Board (i.e. preparing of dossiers, photocopying and ad-hoc requests).
Expected learning outcomes	<p>The trainee will acquire in-depth knowledge of the EU data protection framework and gain understanding of other information governance issues (public access to documents, long-term preservation, use of an electronic document management system etc.).</p> <p>The trainee will also gain insight into the organisation</p>

	of meetings and conferences in an EU environment.
ESSENTIAL REQUIREMENTS	
Academic background	Degree in law or other field relevant to the duties and tasks (such as Information Management).
DESIRABLE	
Experience/exposure	<p>Knowledge of Regulation (EU) 2018/1725 on data protection and/or the General Data Protection Regulation (GDPR).</p> <p>Familiarity with Regulation (EC) No 1049/2001 on public access to documents, or other 'freedom of information' legislation.</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: 23/05/2019 at 14:00 Greek time (CET+1).

Only applications submitted on line will be accepted.