



TRAINEESHIPS 2026

EXECUTIVE DIRECTOR'S OFFICE (DIR) PROJECT 'PERSONAL DATA PROTECTION'

Ready to kick-start your career in an international environment?

Cedefop, the EU agency based in Thessaloniki, offers **10-month traineeships** starting on **1 October 2026**.

Apply by Tuesday 21 April 2026 at 13:00 Greek time (CET+1).

WHAT ARE THE SELECTION REQUIREMENTS?

ELIGIBILITY:

You must fulfil all the following requirements on the closing date for applications:

- Be nationals of the Member States of the European Union or be EFTA citizens.
- Have successfully completed a post-secondary education of at least 3 years (minimum EQF 6 level): this includes Bachelor's degree, Master's degree, PhD, or equivalent qualifications; obtained within 3 years by the closing date for applications.
- Have at least C1 level of English.
- Have not already benefited from any kind of traineeship or employment (formal or informal, paid or unpaid) within a European institution or body for more than 6 weeks.

ESSENTIAL PRESELECTION CRITERIA:

- One of the qualifications above in law, IT, or another field relevant to the project and duties.

DESIRABLE:

- Interest and/or experience in data protection.
- Knowledge and skills on electronic information management.
- Knowledge of Regulation (EU) 2018/1725 on data protection and/or the General Data Protection Regulation (GDPR).

IS THIS TRAINEESHIP FOR YOU?

We offer you a unique opportunity to join our team and contribute to our projects, with the support and guidance of a dedicated supervisor throughout your traineeship.

PROJECT DESCRIPTION:

Based in the Directorate, the Data Protection Officer (DPO)'s main role is to:

- Inform and advise the controller, or the processor, and the employees who carry out processing, of their obligations pursuant to Regulation (EU) 2018/1725 and to other Union data protection provisions.
- Ensure that data subjects are informed of their rights and obligations.

The project you will be involved in includes assisting the DPO with the review of data processing operations under the provisions of Regulation (EU) 2018/1725 and with the maintenance of register of data protection records. You will also provide support to DPO in view of replying to the requests from the European Data Protection Supervisor (EDPS) or other supervising authorities.

MAIN DUTIES AND LEARNING OUTCOMES:

- Assist DPO in responding to requests from EDPS and related follow up actions.
- Assist with research for and drafting of opinions and guidelines on data protection aspects.
- Assist Cedefop's departments/services with creation/updating of 'records' of processing operations, together with associated compliance check, privacy statements and DPIAs (Data Protection Impact Assessment) where required.