



---

## 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	DRS/ICT Service
Project description	<p>The ICT Service presents three potential projects:</p> <ul style="list-style-type: none"><li>a) Assistance in the framework of the ICT security and follow up of alert warnings and EU-CERT</li><li>b) Technology watch, assess new software/tools</li><li>c) Assistance to the implementation of a new financial management software</li></ul> <p>These projects require solid organisational skills and attention to detail.</p>
Project outputs / outcomes	<ul style="list-style-type: none"><li>a) Proper logging of actions taken to dissolve ICT security issues and solutions to problems. Documentation of the actual threads against the Cedefop logs of ICT security hardware and software reported in the EU-CERT alerts and communications.</li><li>b) The aim of the technology watch is to provide Cedefop with the right tool for the right purpose at the right price.</li><li>c) Implementation of ABAC, which is the Commission software for financial and accounting management and reporting..</li></ul>
The trainee's main duties and tasks	<ul style="list-style-type: none"><li>a) <ol style="list-style-type: none"><li>1. Review logging files of servers, security equipment and identify threads,</li><li>2. Review alerts and bulletins coming from Security awareness sites and Computer Emergency response teams across the Internet,</li><li>3. Monitor the functioning of the ICT infrastructure,</li><li>4. Be part of the business continuity team and work with the state of all the BCP (Business Continuity Plan) procedures and equipment as well as the DRS (Disaster Recovery Site) equipment and network,</li><li>5. Technology watch</li></ol></li><li>b) Installation of demo versions and hands-on trials. Programming/customising. Drafting of feasibility studies and tools assessments, presentation to ICT staff, reporting.</li><li>c) Assistance to the integration of the various ICT</li></ul>

	systems, business process management , assistance to project management.
Expected learning outcomes	<p>a) Preparation for similar projects in the commercial world where business continuity has become a major part of every ICT business that maintains its own infrastructure and operations</p> <p>b) Hands-on experience on various software/tools-learn about assessment criteria and reporting</p> <p>c) Hands-on experience with a medium size project, BPM, integration of systems, including writing scripts</p>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<p>ICT degree or related</p> <p>Knowledge of ICT Security principles and ICT network protocols</p> <p>Management of information systems, software development</p>
<b>DESIRABLE</b>	
Experience/exposure	Each project requires experience in a set of tools related to the project itself. The trainee will be allocated to projects that are high priority for the ICT Service based on the priorities of Cedefop.

**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.**