



TRAINEESHIPS 2026

DEPARTMENT FOR RESOURCES AND SUPPORT (DRS) PROJECT 'ICT SECURITY & INFORMATION SYSTEMS SUPPORT'

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 Computer Science, Informatics, Engineering, or another field relevant to the project and duties.

DESIRABLE:

- IT Security & privacy, cybersecurity, cryptography, networks.
- Web technologies & tools.
- SharePoint.

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:

The 'ICT Security & Information systems support' traineeship project will involve the following tasks:

- Contribute to the enhancing of Cedefop's Cyber Security & Compliance, a focus project for the ICT service in 2026-2027.
- 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 SharePoint/M365 PowerAutomate flows and proof-of-concept PowerApps.
- Provide reports as results of testing functionality or ICT Security.
- Provide presentations and reports of selected topics of technology on which the trainee was asked to research upon.

MAIN DUTIES AND LEARNING OUTCOMES:

- Use ICT Security tools, either online or internal.
- Testing: test functionality and use case scenarios.
- Troubleshooting: investigate technical solutions to problems.
- Provide end-user support, in cooperation with the Helpdesk.
- Draft documentation for IT systems.
- Research and assess off-the-shelf software products through market survey.