



TRAINEESHIPS 2026

DEPARTMENT FOR VET AND SKILLS (DVS) PROJECT 'LIFELONG GUIDANCE'

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 social or educational sciences and disciplines relevant to public policy analysis, or another field relevant to the project and duties.

DESIRABLE:

- Acquaintance with research and policy activities. Work experience (including voluntary), related to career development. This can include career guidance, learning and development in a lifelong and life-wide perspective, within a relevant field (education and/or labour market, etc.) and perspective (practice, research, policy).

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:

This traineeship is part of the Cedefop lifelong guidance project, which supports European policies designed to facilitate access to learning, career pathways, and skills development for individuals throughout their lives.

To support innovative policy and systems development, you will manage resources, tools, and expert knowledge while collaborating with stakeholders to strengthen Cedefop's evidence base for monitoring lifelong guidance (LLG). Through work-based training, you will contribute to the management and analysis of Cedefop's inventory on LLG and the integration of the new Cedefop lifelong guidance framework. Your responsibilities also include supporting research-oriented activities, such as developing papers and tools, and assisting with the operations and visibility of the CareersNet experts' network. Your fresh insights, derived from your prior experience, will be highly valued and will contribute to enriching Cedefop's perspectives.

Main outputs of the project associated with your activity for this period may include:

- Improvements of the lifelong guidance web resources (e.g. ICT LMI platforms) and LLG inventory in line with the new lifelong guidance framework.
- Thematic studies using multi-dimensional and comparative analyses.
- Organisation of CareersNet meetings, webinars, visibility activities, and other possible events.
- Literature review on quality in career guidance in transformation contexts (digital and socio-ecological changes).

MAIN DUTIES AND LEARNING OUTCOMES:

Under the guidance of team members you will:

- Review of policy documents, databases, papers and publications in career development and lifelong guidance.
- Review, editing and formatting of Cedefop's thematic online inventories/databases/resources.
- Help ensure quality development of web resources and integration between back and front office components of its databases, in cooperation with Cedefop's web development team.
- Contribute to the organisation of events and communication activities.

You will have the opportunity to:

- **Master European policy & systems:** Gain a comprehensive understanding of lifelong guidance (LLG) frameworks within and beyond the EU, exploring how these policies are implemented across diverse sectors and national contexts.
- **Develop data & editorial skills:** Acquire hands-on experience in maintaining high-quality, cross-comparative EU databases. You will sharpen your drafting, editing, and organisational skills by preparing information for public consumption.
- **Insights into Network management:** Gain a unique behind-the-scenes look at the strategic management and daily operations of CareersNet, a professional network of international voluntary experts.
- **Enhance multicultural collaboration:** Cultivate specialised teamworking abilities by operating within a multinational and multi-disciplinary environment, collaborating to deliver value to diverse stakeholders.
- **Advance communication and interpersonal skills:** Elevate your professional capacity by navigating tasks of varying complexity and tailoring your communication strategies for different audiences and purposes.