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**TRAINEESHIP AT CEDEFOP**

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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 16/10/2020.

<b>WHAT THE TRAINEESHIP IS ABOUT</b>	
Department / Service	<p>You will assist the performance measurement team.</p> <p>We are three staff with different backgrounds who</p> <ul style="list-style-type: none"><li>• coordinate Cedefop's performance measurement system (PMS) and the collection of data,</li><li>• analyse results and provide them to Cedefop management, staff, Management Board and other stakeholders.</li></ul> <p>We cooperate with all departments in our agency.</p>
Project description	<p><b>Cedefop's performance measurement system</b></p> <p><b>What is the PMS?</b> a comprehensive set of indicators and methods to measure its performance to help</p> <ul style="list-style-type: none"><li>• demonstrate its achievements</li><li>• promote a culture of continuous improvement among staff</li></ul> <p>It focuses on:</p> <ul style="list-style-type: none"><li>• the agency's impact in helping develop European vocational education and training policies and put them in place;</li><li>• the outcomes of its activities; and</li><li>• its outputs.</li></ul> <p><b>Why a PMS?</b> EU agencies are accountable for their work and achievements as well as the management of their human and financial resources. They have to report these annually to their Management Boards, the European Commission and Parliament. To assess their work and impact over time, the Commission also conducts regular evaluations of the agencies.</p> <p><b>More about the PMS:</b> Cedefop was among the first agencies to have a PMS. Output indicators help us to monitor if we provide our products within the timeframe and the budget planned. Outcome indicators help us assess to which extent Cedefop's information and expertise is in demand and used by its partners and target groups. Examples are</p>

	<p>citations of Cedefop findings in documents by EU Institutions and academic literature or invitations to contribute to high-level events.</p> <p>As the qualitative analysis of the outcome indicators cannot fully capture the actual impact of our work, we also conduct regular user surveys.</p> <p><b>Current priority:</b> We are revising the PMS to align it with Cedefop's strategy and priorities for the years to come.</p>
Project outputs / outcomes	<ul style="list-style-type: none"> <li>• documentation of the system, including the description of indicators, data collection and survey methods and working documents relating to review(s);</li> <li>• data inventory for all indicators, aggregated and disaggregated results of data analyses;</li> <li>• information on Cedefop's performance in different formats, e.g. qualitative analysis and quantitative overviews in the annual reports, <a href="#">see here</a>.</li> </ul>
The trainee's main duties and tasks	<p>You will support the PMS team in:</p> <ul style="list-style-type: none"> <li>• documenting the revised PMS in line with Cedefop's post-2020 priorities;</li> <li>• improving data collection methods and workflows;</li> <li>• collecting data for the performance indicators;</li> <li>• analysing data for internal improvement purposes and external reporting;</li> <li>• communicating PMS results to Cedefop colleagues, its Management Board and other stakeholders.</li> </ul>
Expected learning outcomes	<p>You will</p> <ul style="list-style-type: none"> <li>• understand planning, monitoring and evaluation methods used in European Union agencies;</li> <li>• have gathered experience in preparing/drafting/analysing performance-related information for internal and external purposes;</li> <li>• have acquired team working skills in a multicultural and multidisciplinary environment;</li> <li>• have practical experience in day-to-day business of an EU agency.</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<ul style="list-style-type: none"> <li>• University studies of at least three years attested by a diploma or equivalent, preferably related to programme monitoring and evaluation, or social sciences</li> </ul>

	<ul style="list-style-type: none"> <li>• English at level C1 (<a href="#">Common European Framework of reference for languages</a>)</li> <li>• digital literacy</li> <li>• advanced skills in data processing in Excel</li> <li>• ability to create and visually represent data using charts and graphs</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>• good knowledge of methods and practical experience in monitoring and evaluation</li> <li>• experience with survey design</li> <li>• analytical skills</li> <li>• experience in teamwork</li> <li>• (an)other foreign language(s) at minimum level B2 is/are an asset.</li> </ul>

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 30/06/2020 at 15.00 Greek time (CET+1).**

**Only applications submitted on line will be accepted.**