



## TRAINEESHIPS 2024

Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers  
a **10-month traineeship** starting on **1 October 2024**.

### WHAT THE TRAINEESHIP IS ABOUT

Department/Service	Department for Resources and Support (DRS) Information and Telecommunication (ICT) Service
Project title	ICT Security & Information Systems Support
Project description and outcomes	<ul style="list-style-type: none"><li>- Contribute to the enhancing of Cedefop's Cyber Security &amp; Compliance, a focus project for the ICT service in 2024/25.</li><li>- 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.</li><li>- Provide direct support to end-users in their daily use of ICT systems, assisting the ICT Helpdesk.</li><li>- Contribute to other ongoing ICT Information systems and System administration projects, as needed.</li><li>- Assist to the development of SharePoint/M365 PowerAutomate flows.</li><li>- Provide reports as results of testing functionality or ICT security.</li><li>- Provide Presentations (PPT) and Reports of selected topics of technology on which the trainee was asked to research upon.</li></ul>
Trainee's main duties and tasks	<ul style="list-style-type: none"><li>- Use ICT Security tools, either online or internal.</li><li>- Testing: Test functionality and use case scenarios.</li><li>- Troubleshoot - Investigate technical solutions to problems.</li><li>- Provide end-user support, in cooperation with the Helpdesk.</li><li>- Draft documentation for IT systems.</li><li>- Assess off-the-shelf software products.</li></ul>
Expected learning outcomes	<ul style="list-style-type: none"><li>- Understand the landscape of ICT tools, platforms and systems used in an organisation like Cedefop.</li><li>- Be able to combine soft skills like communication, understanding of user needs and keeping in mind the big picture, with technical skills of finding</li></ul>

	<p>practical solutions.</p> <ul style="list-style-type: none"> <li>- Be able to use ICT security tools for solving problems and troubleshooting.</li> <li>- Obtain technical skills (e.g. learn how to use the “openssl” command, code in PowerShell/PowerAutomate).</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	Degree in Computer Science/Informatics/Engineering
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>- IT Security &amp; privacy, cybersecurity, cryptography, networks.</li> <li>- Web technologies &amp; tools.</li> </ul>

**For further information and on-line application, please visit our [website](#)**

**Deadline for the submission of applications:  
Wednesday 22 May 2024 at 13:00 Greek time (CET+1)**

**Only applications submitted online will be accepted**