EUROPEAN PUBLIC PROSECUTOR'S OFFICE

Application form - Traineeship
for establishing a reserve list

Traineeship for the Communications Sector

Job title:	Traineeship for the Communications Sector
Reference number:	EPPO/2025/Trainee/001
Type of contract:	5 months, full-time
Period:	From 03 March 2025 until 31July 2025
Salary:	grant € 1500 per month
Place of work:	Luxembourg, LUXEMBOURG
Closing date:	05 January 2025[1] 23:59 (CET)

The European Public Prosecutor's Office (EPPO) is seeking applications for the position of traineeship for the Communications Sector.

The EPPO is the independent public prosecution office of the European Union, responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU.

If you are interested in being part of a thriving multicultural organization, check out our website, where you will find more information about our activities, career opportunities at the EPPO, and living and working in Luxembourg.

[1] Published on 04/12/2024

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1. THE ROLE

As a trainee within the Communications Sector at the EPPO, you will embark on an enriching journey, delving into the intricacies of effective communication within a legal framework. You will have the unique opportunity to apply your academic knowledge in EU and administrative law to real-world scenarios, offering vital support in navigating the EPPO's institutional, governance, and regulatory landscapes. Working alongside seasoned professionals, you will refine your skills in crafting compelling messages, engaging with diverse stakeholders, and developing strategic communication plans tailored to the EPPO's objectives. This role not only fosters personal growth but also encourages collaboration and the exchange of ideas, contributing to a vibrant culture of innovation and best practices.

2. THE AIMS OF THE TRAINEESHIP AT THE EPPO ARE:

- To provide trainees with an understanding of the objectives and activities of the EPPO;
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of the EPPO units and sectors;
- To provide the opportunity to work in a diverse, multicultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance;
- To promote European integration through active participation of trainees in the performance of tasks entrusted to the EPPO;
- To create awareness of true European citizenship;
- To enable trainees to put into practice knowledge acquired during their studies, and in their specific areas of competence;
- To introduce trainees to a new professional world and its constraints, duties and opportunities.

3. YOUR TASKS AND RESPONSIBILITIES

Reporting directly to the Head of the Communications Sector, you will be responsible for:

- Draft, edit and proofread compelling and informative content for the EPPO's website, intranet, social media accounts and other internal and external communication products (like press releases);
- Manage and update content on the EPPO's online platforms;
- Enhance awareness about the EPPO by replying to queries from citizens and academia;
- Support the organisation of events and academic and high-level visits;
- Support and advise on the other activities and projects of the Communication Sector

like media relations, internal communications, graphic design, administration and digital communications.

4. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

I. University Diploma

Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications. Please consult the EPSO website[2] regarding examples of eligible diplomas in different Member States.
For declared on-going post-graduate studies an official declaration from the relevant university/institute must be provided.
Candidates whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a certified translation of these documents in English.
Candidates must provide copies of diplomas or the relevant official certificates (self-certifications will not be accepted) of all university or post-university studies declared in their application[3].

II. Language

For the trainees to fully profit from the traineeship and to be able to attend meetings and perform adequately, applicants must have a very good knowledge of the English language that corresponds at least to the B.2 level[4], as official working language within the EPPO.

EPPO reserves the right to amend the language criteria as and when necessary. Any such changes will be published on the EPPO's website before the opening of the application period.

III. Specific knowledge/skills

Candidates may be requested to fulfil specific requirements to be eligible for the traineeship programme, e.g. a completed university or post-university course in criminal law or a related

[2] The university level education required for the traineeship corresponds to a bachelor's degree or equivalent (at least a three-year degree, with at least 180 ECTS). The qualifications are equivalent to the mandatory qualifications for the recruitment of officials and temporary agents at grade AD5.
[3] Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date.
[4] The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) Common European Framework of Reference for Language skills | Europass

field. Any requirement shall be stated in the vacancy notice for traineeships.

You must also:

- be a national of one of the Member States of the Union and enjoy full rights as a citizen;
- produce the appropriate character references as to the suitability for the performance of your duties[5].

5. SELECTION CRITERIA

The following competencies will be assessed throughout the selection procedure.

Essential:

a) Completed the first cycle of a higher education course (university education) Communication and/or Law and obtained a full degree or its equivalent by the closing date for applications;
b) Excellent editorial skills (in English) with an ability to translate complex matters into attractive content (please give examples in your application);
c) Excellent knowledge of English, both written and spoken, at least at level C1; English, being the working language of the EPPO, will be used during the selection process.

Advantageous:

d) Knowledge of online content management systems like Drupal and SharePoint and Adobe CC software (Photoshop, Illustrator, InDesign);
e) Experience in photography and video;
f) Knowledge of a third official language of the EU or an additional official language of the EU, both written and spoken, at least at level B2 (in addition to English and the mother tongue).

Interpersonal skills:

a) Ability to work independently and effectively as well as a part of a team;
b) Mind-set to be attentive to detail;

[5] If successful, you will be asked to provide, prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

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6. YOUR TRAINEESHIP GRANT

Successful candidate(s) may be offered a contract as trainee for a period of 5 (five) months maximum.

The grant paid is € **1500** per month.

Recruited trainees are eligible, upon fulfilling the conditions of eligibility, to be compensated for travel expenses occurring at the beginning and end of the traineeship period. A flat-rate travel allowance of EUR 250, 00 at the beginning and end of the traineeship period.

In addition to the grant and contribution towards travel costs, the following benefits will apply:

- Trainees are entitled to two days' leave per month. This entitlement is acquired pro rata according to the number of months worked, counting from the first day of the month. Days of leave not taken are not paid.

7. HOW TO APPLY

1.	**Download and fill in the EPPO Application form** – it can be found on our website: https://www.eppo.europa.eu/how-to-apply
2.	**Save your completed form as follows:** SURNAME_Name_Reference number
3.	**Send the completed EPPO Application form, in PDF format, to our Selection and Recruitment team** EU-EPPO-TRAINEESHIP@ec.europa.eu by 05 January 2025 - 23:59 (CET).
4.	**In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number_SURNAME)

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Annex to the Vacancy Notice

1. Application procedure

Please refer to the job description under `Your tasks and responsibilities` for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility criteria – particularly concerning the required types of diplomas, as well as their linguistic abilities.

- **Language:** All applications must be in English. The interview will be held in English and other required language, if applicable.

- **Application form:** Applications not sent using the EPPO application form will be disqualified and treated as non-eligible, as will incomplete and/or not readable applications and not sent in PDF format.

- **Education:**
  Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

- **Supporting documents:** e.g. certified copies of degrees/diplomas, must be submitted together with application.

- **Application deadline:** The EPPO will disregard any application sent after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

Please note: Due to the high number of applications expected, only candidates shortlisted for interview will be contacted. All candidates will be informed when a procedure is closed.

2. Selection procedure

1. **Assessment of application:** The applications are assessed by a Selection Board against the eligibility requirements and the selection criteria.

2. **Traineeship interviews:** The most suitable candidates are invited for an interview with the Selection Board.

3. **Reserve list:**
   The Selection Board proposes, to the Administrative Director, a list of adequately skilled candidates to be included on a reserve list (talent pool) who most correspond to the profile sought. That Reserve List will be valid until the closure of the traineeship campaign.

The appointed candidate is required to make a declaration of confidentiality agreement before the recruitment.

The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair their independence or any other conflict of interest in relation to the position offered, and will adopt appropriate measures accordingly.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to make the best possible match between the profile of the trainee and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

3. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

4. Privacy Notice

The EPPO processes the personal data submitted by the applicants as part of the application form, in any submitted supporting document at any stage in the selection and recruitment process, and communication related thereto. The purpose of this processing operation is to assess the suitability of candidates for a position at the EPPO and to administer the documentation related to the selection and/or recruitment. This includes also the processing of the submitted data for related administrative aspects, such as e.g. financial reimbursements, calculation of entitlements, etc.

During this processing, the personal data will be made available to selected staff working in Human Resources, Finance & Procurement, and in case of appeals or complaints, the Legal Service. Further, it will be made accessible to the members of the Selection Board, the Appointing Authority and respective supporting staff. Lastly, it may also be shared with other parties in the context and purpose of audits, inspections and internal investigations, be they

internal or by supervisory authorities.

The personal data collected for this purpose will be stored for no longer than three (3) years following the financial discharge for the year in which the recruitment was finalised, in order to comply with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to employment of a candidate, some of the documentation and personal data contained therein will be carried over into the personnel file and subject to the regime applicable thereto.

The processing is necessary to select and recruit candidates suitable to cover the vacancies of the EPPO and to therefore enable it to perform its tasks. The legal basis being implemented and binding on the EPPO's selection and recruitment process are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union and their implementing rules. The applicable legal framework for data protection purposes for this processing of administrative personal data is Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 (OJ L 295 of 21.11.2018) .

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EPPO. They also have the right to address themselves to the European Data Protection Supervisor to lodge a complaint.

The controller is the EPPO, and for this process coordinated by the Head of Human Resources, can be contacted by email at EU-EPPO-TRAINEESHIP@ec.europa.eu.

The Data Protection Officer can be reached at EPPO-DPO@eppo.europa.eu.

The European Data Protection Supervisor can be contacted at edps@edps.europa.eu.