

Call for Applications – Traineeship

for establishing a reserve list

Traineeship for the Finance and Procurement Sector – Procurement Team

Job title:	Traineeship for the Finance and Procurement Sector – Procurement Team
Reference number:	EPPO-2025-Trainee-002-001
Type of contract:	5 months, full-time
Period:	From 01 September 2025 until 31 January 2026
Salary:	grant EUR 1500 per month
Place of work:	Luxembourg, LUXEMBOURG
Closing date:	23 June 2025 ¹ 23:59 (CEST)

The European Public Prosecutor's Office (EPPO) is seeking applications for the position of traineeship for the **Finance and Procurement Sector – Procurement Team**.

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 organisation, 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 03 June 2025

1. THE ROLE

As a trainee within the Finance and Procurement Sector (Procurement Team), you will have an invaluable opportunity to gain insights into the way the European Public Prosecutor's Office works. You will have the chance to apply the theoretical notions acquired during your studies to support the EPPO's procurement function, bringing a fresh perspective and up-to-date knowledge. You will work as part of a multicultural team that plays an important role in removing barriers and to opening markets in a non-discriminatory and competitive manner.

2. THE AIMS OF THE TRAINEESHIP

- To offer trainees a comprehensive understanding of the EPPO's objectives and activities;
- To provide practical experience and insights into the day-to-day operations of various EPPO units and sectors;
- To create opportunities for working in a diverse, multicultural, and multilingual environment, fostering mutual understanding, trust, and tolerance;
- To promote European integration through active participation of trainees in the performance of tasks entrusted to the EPPO;
- To promote awareness and appreciation of European citizenship;
- To enable trainees to apply the knowledge acquired in their studies, and in their specific areas of competence;
- To introduce trainees to a new professional landscape, including its challenges, responsibilities, and opportunities.

3. YOUR TASKS AND RESPONSIBILITIES

Reporting directly to the Head of the Finance and Procurement Sector, you will be responsible for:

- Contributing to public procurement procedures, such as assisting in the preparation of procurement documents;
- Assisting in the development of internal processes, methodologies, and documentation related to the procurement function;
- Providing administrative support throughout procurement procedures;

- Preparing periodic reports on specific matters;
- Establishing and maintaining relationships with all parties involved in procurement processes, both within and outside the team.

4. BASIC ELIGIBILITY REQUIREMENTS

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

I. University Diploma

Candidates are required to have completed the first cycle of higher education (university level) and obtained a full degree or its equivalent by the application deadline. Please refer to the [EPSO website](#)² for examples of eligible diplomas across different Member States.

For ongoing postgraduate studies, an official declaration from the respective university or institute must be submitted. For university or postgraduate diplomas are not issued in an official EU language, candidates must provide a certified translation of these documents in English.

Copies of diplomas or official certificates for all declared university and postgraduate studies must be submitted; self-certifications will not be accepted³.

II. Language

To fully benefit from the traineeship and effectively participate in meetings, applicants must possess a very good knowledge of English, at least at the [B2 level](#)⁴, as it is the official working language of the EPPO. The EPPO reserves the right to modify the language criteria as needed; any changes will be published on the EPPO's website before the application period opens.

III. Specific knowledge/skills

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](#)

Candidates may be required to meet specific criteria to qualify for the traineeship program, such as having completed a university or postgraduate course in criminal law or a related field. Any such requirements will be outlined in the traineeship call for applications.

Applicants must also:

- Be a national of one of the Member States of the Union and enjoy full rights as a citizen;
- Provide appropriate character references to demonstrate suitability for performing the duties⁵.

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) in Public Administration, Economics, Finance, Law or any other relevant field, and obtained a full degree, or its equivalent, by the closing date for applications.
- b) 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.*
- c) Advanced IT literacy, particularly in MS Office applications (Word, Excel, PowerPoint, Outlook).

Advantageous:

- a) Prior exposure to an international environment.
- b) Knowledge of MS Office 365 and Microsoft SharePoint.
- c) Academic studies related to EU law, Administrative Law or Contract Law.
- d) Knowledge of French, both written and spoken, at least at B2 level (in addition to English).

Interpersonal skills:

- a) Ability to work independently and effectively as well as a part of a team.
- b) Problem-solving and analytical skills.

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.

6. TRAINEESHIP GRANT

Successful candidate(s) may be offered a traineeship contract as trainee for a maximum period of five (5) months. The grant paid is **EUR 1500 per month**.

Selected trainees who meet the eligibility conditions may receive compensation for travel expenses incurred at the beginning and end of the traineeship period. A flat-rate travel allowance of **EUR 250** is provided at both the start and end of the traineeship.

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

- Trainees are entitled to **two (2) days of leave per month**. This entitlement is acquired on a pro-rata basis, according to the number of months worked, starting from the first day of the month. Unused leave days are not compensated.

7. HOW TO APPLY

1. **Download and complete the *EPPO Application form for traineeship*** – 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 via e-mail to EPPO-RECRUITMENT@eppo.europa.eu by 23 June 2025, 23:59 CEST.**
4. **In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number_SURNAME)

Annex to the Call for Applications

1. Application procedure

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

- **Eligibility:** Candidates are required to carefully review, prior to submitting an application, whether they meet all the eligibility criteria – particularly concerning the required types of diplomas and language requirements.
- **Language:** All applications must be in English. The interview will be held in English and, if applicable, in any other required language.
- **Application process:** Applications not submitted using the EPPO application form will be disqualified and deemed ineligible. Additionally, incomplete, unreadable, or non-PDF applications will also be disqualified.
- **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:** Certified copies of degree(s)/diploma(s) must be submitted together with the 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 the selection procedure is closed.

2. Selection procedure

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

4. 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.

5. Data Protection

Personal data for this purpose are processed and stored by the EPPO in accordance with [Regulation 2018/1725 on the processing of personal data by Union bodies](#). For details on the processing, your rights and how to exercise these, please see [the dedicated data protection notice](#), as also displayed on the same page on which to download the application form for this vacancy.

For questions or assistance in or related to this processing or the exercise of your rights, the controller is the EPPO, and for this process coordinated by the Head of Human Resources, who can be contacted by email to EPPO-RECRUITMENT@epo.europa.eu. You may also contact the Data Protection Officer of the EPPO directly at EPPO-DPO@epo.europa.eu and/or the European Data Protection Supervisor at edps@edps.europa.eu.