EPPO TRAINEESHIP PROGRAMME 2026-27
Call for Applications

Traineeship for the Digital Services Unit

Reference EPPO-2026-Trainee-DSU | **Location** Luxembourg | **Full-time** | **Employment type** Traineeship
Duration 12 months | **Period** From 01 September 2026 until 31 August 2027
Monthly grant EUR 1.650
Deadline for applications 7 April 2026, 23:59 CET (Luxembourg time)

The European Public Prosecutor's Office (EPPO), the independent public prosecution office of the European Union, is seeking applications for the position of **Trainee in the Digital Services Unit**. The EPPO is a new and rapidly-growing EU body 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. TRAINEESHIP OBJECTIVES AND SCOPE

- To provide trainees with a comprehensive understanding of the EPPO's objectives, activities, and day-to-day operations across its different functions and teams, through practical experience.
- To enable trainees to apply the knowledge acquired during their studies in real-world professional contexts and specific areas of competence.
- To promote European citizenship and integration by fostering awareness and appreciation of European values through active participation in EPPO activities.
- To create opportunities to work in a diverse, multicultural, and multilingual environment that encourages mutual understanding, trust, and tolerance.
- To introduce trainees to a new professional landscape, including its challenges, responsibilities, and career opportunities.

2. ROLE AND KEY ACTIVITIES

Through this Call for Applications, the EPPO is recruiting trainees in the following three domains:
1. Digital Strategic Alignment
2. Business Analysis and Project Management
3. Software development Testing and Azure DevOps

Selected trainees will be assigned to **one** of the above domains, depending on profile suitability

and organisational needs. They will report directly to the Senior Officer responsible for the respective domain and will carry out the tasks described below:

1. **Digital Strategic Alignment:**

- Supporting the improvement of day-to-day management and monitoring of Digital Strategy Alignment focus areas and contributing to the development of related documentation and the execution of associated activities.
- Contributing to the development of self-service performance reporting tools for ongoing digital initiatives.
- Analysing and documenting compliance topics, including monitoring risk mitigation activities, digital service changes, demand management, and prioritisation.
- Contributing to the preparation of documentation and slide decks related to digital governance lifecycle activities.
- Assisting in the reporting and documentation of performance indicators of ongoing digital initiatives, consolidating inputs from different sources.

2. **Business Analysis and Project Management:**

- Supporting business analysis activities, including gathering and documenting business requirements, functional specifications, and process mappings.
- Assisting in stakeholder communication by preparing meeting agendas, minutes, and follow-up action tracking.
- Contributing to project planning activities such as defining scope, timelines, milestones and deliverables.
- Monitoring project progress, identifying risks and issues, and supporting mitigation and escalation processes.
- Supporting change management activities, including impact analysis and user communication.
- Assisting in preparation of project documentation, dashboards, and status reports for governance and steering committees.
- Contributing to continuous improvement initiatives by analysing project performance and identifying optimisation opportunities.

3. **Software development Testing and Azure DevOps:**

- Supporting the design, documentation, and execution of test cases, test scenarios, and test plans for digital solutions.
- Assisting in functional, integration, regression, and user acceptance testing activities.
- Identifying, documenting, and tracking defects using testing and project management tools.
- Contributing to the setup and maintenance of CI/CD pipelines in Azure DevOps environments.
- Supporting release management activities, including deployment coordination and validation.
- Assisting in the monitoring of application performance and system stability.
- Contributing to the documentation of testing, quality assurance standards, and DevOps practices.
- Collaborating with developers, business analysts, and project managers to ensure quality delivery of digital initiatives.

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3. ELIGIBILITY REQUIREMENTS

To be considered eligible, applicants must meet **all** of the following eligibility requirements by the application closing date:

- Be a **national of a Member State of the European Union** and enjoy full rights as an EU citizen.
- Hold a completed **Bachelor's degree** (or equivalent) corresponding to **at least 3 years of higher education** (minimum EQF level 6[1]), recognised in an EU Member State. *Applicants must be able to provide a degree certificate or official confirmation from their university.*
- Have a **satisfactory knowledge of English**, at minimum B2 level[2].

4. SELECTION CRITERIA

The experience and competencies of candidates will be assessed throughout the selection procedure. *Please note: All essential criteria are mandatory. Applications from candidates who do not meet all essential criteria will not be considered further. Applicants must clearly demonstrate, through* **specific examples** *how they meet both the essential and advantageous criteria in the application form.*

Essential:
  (a) Hold a completed Bachelor's degree in in business informatics, IT management, computer science, statistics, mathematics, or a related field.
  (b) A strong interest in digital strategy, IT portfolio and/or project management (e.g., PM^2, PRINCE2, Agile), software development and innovation.
  (c) A good knowledge of one or more relevant tools or technologies (e.g. Excel, Power BI, Azure DevOps, MS Project, testing frameworks and tools).
  (d) A good command of office productivity tools and collaboration platforms (e.g. MS Office, SharePoint Online, Teams).

Advantageous:
  (a) Excellent planning, analytical, and organisational skills.
  (b) Analytical and logical mindset with attention to details
  (c) Teamwork and communication skills for a cross-cultural environment

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[1] In accordance with the European Qualifications Framework
[2] In accordance with the Common European Framework of reference for Languages (CEFR)

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5. TRAINEESHIP GRANT

The successful candidate(s) will be offered a traineeship contract as trainee for a duration of **twelve (12) months**. The traineeship grant amounts to **EUR 1.650 per month**.

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

In addition to the grant and the contribution towards travel costs, trainees are entitled to **two (2) days of leave per month.** Leave entitlement is accrued on a pro rata basis, in accordance with the number of months worked, starting from the first day of the month. **Unused leave days are not compensated.**

6. HOW TO APPLY

➤	• You may apply for **up to a maximum of three (3) distinct traineeship profiles[3]**. • You are advised to carefully review the Annex to this Call for Applications before submitting your application.
1.	**Download and complete** the *EPPO Application Form – Traineeships*, available on the EPPO website: https://www.eppo.europa.eu/how-to-apply
2.	**Save** your completed application form using the following format: **SURNAME_Name_Reference number**
3.	**Send** the following documents, **both in PDF format**, by email to the Talent Acquisition team at: EPPO-RECRUITMENT@eppo.europa.eu • Your CV in English (max. 2 pages) - **Applicants are requested <u>not</u> to include a photograph in their CV** • Your completed EPPO Application Form Your application must be received **by 7 April 2026**, 23:59 CET.
4.	In the **email subject line**, indicate the **reference number of this Call for Applications,** followed by your surname, as follows: **Subject: SURNAME _Reference number**

*Please note that a reserve list will be established and will be valid until **31/08/2027**, with the possibility of extension.*

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[3] Applicants wishing to apply for more than one traineeship profile must submit a separate application for each profile.