



## EPPO TRAINEESHIP PROGRAMME 2026-27 Call for Applications

# Traineeship for the Administrative Directorate

**Reference** EPPO-2026-Trainee-AD | **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~~ **17 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 Administrative Directorate**. 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 two domains:

1. Process and Performance Management
2. Internal Control

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. Process and Performance Management

- Contributing to the analysis and improvement of performance of different administrative processes.
- Drafting of process fiches.
- Contributing to the planning and performance monitoring.
- Providing support in the development of management tools and dashboards.

### 2. Internal Control

- Assisting in the analysis and improvement of the performance of selected administrative and internal control processes.
- Contributing to the drafting of internal EPPO policies, procedures and guidelines, as well as to the review and updating of existing documents related to internal control and governance.
- Assisting in the review and assessment of the EPPO internal control environment, including documentation, controls mapping and follow-up actions.
- Assisting in the execution of internal control testing, in accordance with the established methodologies, in order to assess the design and operating effectiveness of selected controls and contribute to the evaluation of the EPPO internal control environment.

## 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<sup>1</sup>), 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<sup>2</sup>.

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<sup>1</sup> In accordance with the [European Qualifications Framework](#)

<sup>2</sup> In accordance with the [Common European Framework of reference for Languages \(CEFR\)](#)

## 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 Bachelor's degree (or equivalent) in finance, public administration, internal audit, business administration, public administration, or other related field.
- (b) Demonstrate a good understanding of general practices in finance and/or public/business administration.
- (c) Experience or familiarity with process management and mapping, including aspects of costing and efficiency.
- (d) Strong research and analytical skills.
- (e) An advanced (minimum C1) knowledge of English.

### Advantageous:

- (a) Familiarity with visualisation and/or data processing tools (e.g. advanced Excel features, PowerBI) to support internal control analysis, testing activities, management tools and dashboards.
- (b) Knowledge of process efficiency methodologies like Kaizen, Six Sigma or similar.
- (c) Familiarity with internal control, risk management or audit concepts (e.g. internal control testing, process mapping, risk and control matrices), together with an awareness of, or strong interest in researching, the EU regulatory and institutional framework, acquired through academic studies, traineeships or research work.

## 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**<sup>3</sup>.
- 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](mailto:EPPO-RECRUITMENT@eppo.europa.eu)

- Your CV in English (max. 2 pages) - **Applicants are requested not 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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<sup>3</sup> Applicants wishing to apply for more than one traineeship profile must submit a separate application for each profile.