



## EPPO TRAINEESHIP PROGRAMME 2026-27 Call for Applications

# Traineeship for the Corporate Services Sector

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**Reference** EPPO-2026-Trainee-CORP | **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)

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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 Corporate Services Sector**. 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

**Reporting directly to the Head of the Corporate Services Sector, you will be responsible for:**

- Assisting in the management of building maintenance requests, interventions and corrective actions.
- Monitoring the day-to-day operations related to the building management and its technical installations.
- Supporting the coordination of minor refurbishment projects.
- Processing other facilities requests and monitoring the execution of facilities contracts, including:

- Purchasing and managing office supplies stock
- Planning cleaning services and monitoring the quality of the service provided
- Assisting with the organisation of meetings and events, including catering requests;
- Processing incoming and outgoing mail;
- Assisting with the physical inventory management.
- Performing any other facilities-related tasks in line with organisational priorities, as assigned by the line manager.

### 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>.

### 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 (or equivalent) in engineering, architecture, building sciences, construction management, facilities management, or a related technical field.
- (b) Basic knowledge of building systems and installations (e.g. HVAC, electrical systems, plumbing, lighting, fire safety).
- (c) Good knowledge of standard IT tools (e.g. MS Word, Excel, PowerPoint, AutoCad).
- (d) Very good knowledge of English (minimum C1 level).

#### Advantageous:

- (a) Previous experience in building management, facilities management, construction sites, or technical services.
- (b) Good organisational skills with the ability to multitask and work under pressure to meet tight deadlines.
- (c) Good problem-solving and analytical skills.
- (d) Communicative knowledge of French (minimum B2 level).

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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 \(CEFR\)](#)

## 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.*

<sup>3</sup> Applicants wishing to apply for more than one traineeship profile must submit a separate application for each profile.