



EPPO TRAINEESHIP PROGRAMME 2026-27 Call for Applications

Traineeship in Documents and Records Management

Reference EPPO-2026-Trainee-DOC | **Location** Luxembourg | **Full-time** | **Employment type** Traineeship

Duration 12 months | **Period** 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 Administrative Director's office for the Document Management domain**. 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 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. TRAINEESHIP OBJECTIVES AND SCOPE

- To provide trainees with a comprehensive understanding of the EPPO's objectives, activities, and day-to-day operations across 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 integration by fostering awareness and appreciation of European values through active participation in EPPO specific administrative tasks and 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

As a **Documents and Records Management** trainee, you will be reporting to the Document Management Officer and will have a unique opportunity to acquire hands-on experience in records and document management across several platforms and spanning over a wide range of administrative activities. **You will be responsible for:**

- Assisting EPPO staff in filing and categorising administrative records in line with the EPPO Non-Operational Records and document management policy.

- Contributing to the analysis and improvement of performance of different record management processes by assisting the Document Management Officer in performing evaluation tasks and generating and disseminating reports to process owners.
- Contributing to the preparation of the EPPO archives in line with the EPPO archives management policy.
- Assisting the Document Management Officer in carrying out archival duties, such as inventorying, sorting and transferring files to the EPPO archives.

3. ELIGIBILITY REQUIREMENTS

To be considered eligible, applicants must meet 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 6¹), 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 level².

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 information and communication technologies, library and information science, public administration, or a related field.
- (b) Demonstrate a good understanding of record management practices and procedures, and of the international standards in information and documentation (i.e. ISO 15489).
- (c) Have notions of metadata vocabularies (i.e. Dublin Core) and record management taxonomy.
- (d) Have a good understanding of document inventories and notions of archival transfer and preservation processes.

Advantageous:

- (a) Experience in a multi-cultural environment, preferably in the EU context or international organisation.
- (b) Prior experience (traineeship, summer school) in records and information management or archives management is considered an asset.

¹ In accordance with the [European Qualifications Framework](#)

² 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**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 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.*

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