

## EPPO TRAINEESHIP PROGRAMME 2026-27 Call for Applications

# Traineeship for the Finance and Procurement Sector

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**Reference** EPPO-2026-Trainee-FINPROC | **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 Finance and Procurement 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

As a trainee in the **Finance and Procurement Sector**, you will have a unique opportunity to gain insights into the way the European Public Prosecutor's Office works and to support the Sector's core financial and procurement functions. You will have the opportunity to apply the theoretical notions acquired during your studies, bringing a fresh perspective and up-to-date knowledge. Through this Call for Applications, the Finance & Procurement Sector is looking for trainees in the following areas:

1. Finance
2. Procurement

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

### **1. Finance**

- Acting as a Data Entry Agent (DEA) in the financial system (ABAC) for financial transactions, in compliance with internal rules and procedures.
- Analysing and encoding data in MiPS+ with regards to mission-related expenses.
- Providing administrative and operational support throughout the financial management cycle, including filing, record-keeping, and follow-up of financial documents.
- Contributing to the overall efficiency and transparency of financial operations by ensuring timely communication and coordination within the team.
- Assisting in the development, review, and improvement of internal financial processes, methodologies, and supporting documentation as required by the Sector.
- Establishing and maintaining effective working relationships with internal stakeholders involved in financial processes.

### **2. Procurement**

- 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 and contract management.
- Establishing and maintaining relationships with all parties involved in procurement processes, both within and outside the team.

## **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 completed Bachelor's degree (or equivalent) in Economics, Finance, Accounting, Business Administration, Public Administration, Law, or any other relevant field.
- (b) Ability to work independently and effectively as well as a part of a team.
- (c) Advanced IT literacy, particularly in MS Office applications (Word, Excel, PowerPoint).
- (d) Excellent knowledge of English, both written and spoken (minimum C1 level).

### **Advantageous:**

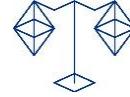
- (a) Previous academic or professional experience in finance, accounting, budgeting, financial administration, or related financial functions.
- (b) Practical experience with financial data entry, accounting software, ERP systems, or financial management tools.
- (c) Academic studies related to EU law, Administrative Law, or Contract Law.
- (d) Attention to detail, accuracy in handling financial data, and ability to work with deadlines and compliance requirements.

## 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.