



Director's Office 2017 Traineeship Programme

Applications are invited for the Traineeship Programme at the European Centre for Disease Prevention and Control (ECDC), within the Director's Office.

Description of the Directors Office

The work in the Director's office is carried out in three sections:

International Relations: Facilitating and coordinating ECDC activities with an international dimension, in collaboration with the European Commission and in line with EU and ECDC policies and guidance. Thereby, the section works to guarantee a corporate approach towards ECDC activities that involve countries beyond EU borders.

Corporate Governance: Ensuring the smooth provision and delivery of top-notch substantive, logistical and administrative support for high-level meetings of the Management Board, the Advisory Forum, the Competent Bodies and the Senior Management Team. Developing the ECDC Partnerships Management System to provide ECDC staff and external sources with easy access to high quality information regarding stakeholders, activities and processes. Applying the System to safeguard smooth, transparent and efficient interactions between the ECDC and Member States.

Corporate Affairs: Managing the Director's agenda, forward planning and missions, official visits and correspondence, protocol and secretarial needs of the Director.

Description of the Traineeship

The Director's Office has the opportunity to welcome two Trainees to any of the above listed sections.

Minimum Requirements

In order to be an eligible candidate you must fulfil the following requirements:

- Be a national of an EU Member State, Norway, Iceland or Liechtenstein;
- Have completed your studies and been awarded a full university degree by the closing date for applications;
- Have a very good command of English (the working language of ECDC). Knowledge of any additional EU languages is considered an asset;

- Have not have previously participated in a formal traineeship or employment (paid or unpaid) within a European institution, agency or body.

Application procedure

To apply please send a completed Application Form, in Word or PDF format, together with a copy of your degree award to traineeship@ecdc.europa.eu.

The email subject line should be written as **"Traineeship-DIR-Surname"**. The application will be rejected if the form has not been completed in full or if you fail to attach proof of your awarded degree.

No additional documents should be sent other than the documents specified above. Any false statement or omission, even if unintended, may lead to a cancellation of the application or termination of the traineeship.

Applications for the 2017 Traineeship Programme may be submitted between: **1st December 2016 and 31st January 2017**. Only applications submitted during this period will be considered.

Due to the large volume of applications only applicants selected for interviews will be notified.

The Selection process

Candidates will be selected based on their education and experience relevant to the work of the Unit. For detailed information regarding the traineeship programme at ECDC, please refer to the *Rules governing traineeships of the European Centre for Disease Prevention and Control* available at the following link:

<http://www.ecdc.europa.eu/en/aboutus/jobs/Pages/traineeships.aspx>

Equal opportunities

ECDC applies equal opportunities and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

Protection of personal data

Please note that the personal information ECDC requests from applicants will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing of your personal data is to support the selection procedures at ECDC. This processing may involve distribution of this data to other Community institutions. For further information or exercise of your rights (such as the right to access or the right to correct your data), contact can be made with the Human Resources section.