

European Centre for Disease Prevention and Control Traineeship Program

The European Centre for Disease Prevention and Control has a traineeship programme. The programme gives trainees an understanding of the Centre and its role within the activities of the European Union, enables them to acquire practical knowledge in one of the ECDC's Units and to obtain professional experience in the course of their work.

The traineeships are organised twice a year, each for a period of three to six months. Successful candidates will typically have a background relating to the activities of the ECDC, i.e. Clinical infectious diseases, Microbiology, Public health, Epidemiology, Statistics and/or modelling of infectious diseases, Social sciences, Medical informatics, Scientific and/or risk communication, Programme evaluation, Training in any of the above areas, Other expertise within the remit of ECDC. Qualified candidates with an interest in any support function (for example information technologies, legal affairs, internal audit, internal communication, personnel administration, budget, accounts, infrastructure services, document management, project management and meeting management) are welcomed too. Any candidate who meets the minimum eligibility criteria may apply.

Trainees are selected from nationals of the Member States of the European Economic Area (the Member States of the European Union, Iceland, Liechtenstein and Norway) and of candidate countries. A limited number of nationals of non-Member States may be accepted. Trainees are responsible for making sure that they obtain the correct visa, where applicable, to enter Sweden.

Minimum Requirements:

- Possession of a university degree or equivalent at the time of applying;
- A good command of English and one or more other official Community languages.

Training Grant:

The Centre pays a monthly grant of 1 207,83 EUR net per month (in 2009) and pays a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence, which is normally the address provided for correspondence. It is recommended to read carefully the **detailed rules** applicable, available on the website.

How to apply

Interested candidates should apply by submitting electronically to the following address traineeship@ecdc.europa.eu the following documents:

- ◆ Detailed **curriculum vitae in European format** available in English
- ◆ Cover letter (English only) Pdf format using the template
- ◆ Copies of the main Diplomas
- ◆ Other relevant certificates

Applications that do not meet the eligibility criteria or are incorrectly submitted will be rejected. Any false statement or omission, even if unintended, may lead to the rejection or cancellation of the application or termination of the traineeship;

Timing:

Procedures	First half year in-take	Second half year in-take
Closing date for application	30 January	30 April

Practical information:**What can I do if my application has been rejected?**

Please note that the decision of rejection is final and binding and there is no appeal procedure. If an application is unsuccessful at the first attempt, and depending on the reason for rejection, a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a fresh application, together with **all** supporting documents.

Accommodation

The trainees are responsible for finding their own accommodation; unfortunately ECDC can not be involved in this aspect of their stay.

Sickness

Trainees must take out health and accident insurance valid also in Sweden, prior to the start of their traineeship at the ECDC.

Equal opportunities

The European Centre for Disease Prevention and Control takes care to avoid any form of discrimination in its procedures.

Privacy statement

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 of trainees for a traineeship at ECDC. This processing may involve distribution of this data to other Community institutions. For further information (such as storage period) or exercise of your rights (such as the right to access or the right to correct your data), contact can be taken with the Human Resources section. In the event of dispute, complaints may be addressed to the European Data Protection Supervisor