

## European Centre for Disease Prevention and Control Traineeship Programme

Applications are invited for the Traineeship Programme at the European Centre for Disease Prevention and Control (ECDC).

The Centre is located in Stockholm, Sweden. The legal base for the Centre is Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for Disease Prevention and Control<sup>1</sup>.

### Description of the Traineeship Programme

The European Centre for Disease Prevention and Control (ECDC) Traineeship Programme provides trainees with an understanding of the Centre and its role within the activities of the European Union, as well as an opportunity to acquire practical knowledge and professional experience.

The Traineeship Programme runs every year for a period of five to nine months.

Successful candidates will typically have an education and background relating to the activities of ECDC. For an overview of ECDC and its activities please refer to:

[http://www.ecdc.europa.eu/en/aboutus/organisation/Pages/AboutUs\\_Organisation.aspx](http://www.ecdc.europa.eu/en/aboutus/organisation/Pages/AboutUs_Organisation.aspx)

Trainees are selected primarily from nationals of the EU Member States. Trainees are responsible for making sure that they obtain any required visa, where applicable, to enter Sweden. Any candidate who meets the minimum eligibility criteria may apply.

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<sup>1</sup> Official Journal No. L 142 of 30 April 2004, page 1

## 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

Applicants should select **one specific professional area** when submitting an application. 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](mailto:traineeship@ecdc.europa.eu).

The **email subject line** should be the professional area to which you are applying and your surname, **e.g. "Epidemic Prone Diseases - Surname"**.

The application will be rejected if the form has not been completed in full, if you fail to attach proof of your awarded degree or if the email subject line is not written as instructed. 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 2022 Traineeship Programme shall be submitted between **16<sup>th</sup> November and 14<sup>th</sup> December 12.00 PM (noon) CET**. Only applications submitted during this period will be considered.

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

## The Selection process

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>

## Reserve list

A reserve list of candidates may be drawn up by ECDC following the interviews and used should additional traineeship opportunities arise. It will be valid until 31 December 2022.

## 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.

## Practical information

### Training Grant

ECDC pays a monthly grant (yearly reviewed) and a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence.

The exact traineeship grant amount for 2022 is not yet known but will be communicated to the selected candidates ahead of the interviews. For reference, the monthly 2021 traineeship grant was 1,528.05 EUR

### Tax arrangements

The traineeship programme does not entail an employment relation between the trainees and ECDC. Trainees receive a monthly grant from ECDC, but as ECDC is not the employer of the trainees, ECDC does not pay any social security contribution related to the traineeship. ECDC informs trainees that it is their responsibility to pay income taxes where due in accordance with their individual personal circumstances.

### Accommodation

Trainees are responsible for finding their own accommodation. ECDC cannot provide accommodation, however, limited information on how to find accommodation may be provided.

### Health insurance

Trainees must take out health insurance valid in Sweden, prior to the start of their traineeship at the ECDC. Proof of this insurance will be requested prior to starting.

### What can I do if my application has been rejected?

Please note that the decision of ECDC to reject an application is final and binding and there is no appeal procedure. If an application is unsuccessful, a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a new application.