



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 Control¹.

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 and provides them with an opportunity to acquire practical knowledge and professional experience.

The Traineeship Programme runs every year for a period of three 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

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.

¹ 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 ECDC Unit* 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.

The **email subject line** should be written as Traineeship, the abbreviation of the ECDC unit* to which you are applying and your surname, **i.e. "Traineeship-SRS-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.

*The abbreviations for the ECDC units are: DIR, OCS, SRS, PHC, RMC and ICT.

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 2016 Traineeship Programme may be submitted between: **1 December 2017 and 31 January 2018**. 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

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 may be drawn up by ECDC following the interviews. This list may be used as a reserve for recruitment, should additional traineeship opportunities arise. It will be valid until 31st December 2018.

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

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.

Training Grant

ECDC pays a monthly grant of 1,505.17 EUR net per month 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.

Accommodation

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

Sickness

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.

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.