

ECCC TRAINEESHIP PROGRAMME 2025

ECCC/2025/TRAINEES/1

**CALL FOR APPLICATIONS FOR THE TRAINEESHIP PROGRAMME
AT THE EUROPEAN CYBERSECURITY COMPETENCE CENTRE (ECCC)**

The European Cybersecurity Competence Centre (ECCC)

The European Cybersecurity Industrial, Technology and Research Competence Centre (ECCC) is a European Union agency established in 2021 and based in Bucharest (Romania).

The aim of the ECCC is to increase Europe's cybersecurity capacities and competitiveness, working together with a Network of National Coordination Centres (NCCs) to build a strong cybersecurity Community. Further information on our activities and on the Traineeship Program can be found on our [website](#).

The Centre is organizing an initial selection procedure for the traineeship programme 2025. The trainees will be based in our Bucharest offices.

1. TRAINEESHIPS DESCRIPTION

For this call the ECCC is looking for two (2) trainees which will support the Stakeholder engagement team and the Internal Compliance team.

Stakeholder engagement Team (1 post)

Among other things, the successful candidate will:

- Contribute to the implementation of the ECCC communication strategy creating infographics, charts for data visualization, graphic designs for internal and external communication materials and drafting posts on social media.
- Prepare draft promotional and communication materials, including draft press release, communication content, etc.
- Writing and editing content for activities related to stakeholders' engagement.
- Prepare draft replies to media inquiries and for monitored communication channels.
- Media monitoring related to ECCC activities.
- Collect input from other teams to support preparation of briefings; prepare draft briefing notes and power point presentations for upcoming events.
- Assist in the preparation of outreach activities such as meetings, seminars and info days
- Keep minutes/notes for events and meetings he/she attends.

Internal Compliance Team (1 post)

Among other things, the successful candidate will:

- Support the Compliance Officer on compliance and antifraud related activities.
- Support the Compliance Officer on document management activities.
- Monitor and report on Internal Control indicators.
- Develop guidelines and procedures (e.g. Ethics guidelines specific to the ECCC) and training materials

2. ELIGIBILITY CRITERIA

To be considered eligible, trainees must satisfy all the following requirements on the closing date for submission of applications.

- Nationality: be a national of one of the Member States of the European Union, EFTA or EU Candidate Countries¹.
- University diploma: the candidates must have completed, or be in the process of completing the first cycle of a university education (in the final year of study/semester) and obtained a full degree or its equivalent by the closing date of applications in a relevant field such as cybersecurity, engineering, information technology, international relations, law, management, business administration, public administration, communication and public relations.
- Languages: the candidate must have very good knowledge of at least two official languages of the European Union², of which one must be English, as English is the main working language within ECCC.

3. SELECTION CRITERIA

As part of the selection process a few additional criteria will be considered as advantageous.

For the post in the Stakeholder Engagement Team:

- Experience in data visualization with the use of specialised software such as (for example): Tableau, Power BI, Stata, Minitab
- Experience in graphic designs and communication with the use of specialised software such as (for example): Canva, Adobe Photoshop, Adobe Express, Visme
- Previous experience in events management
- Previous experience in other International or European organisations.

¹ [EU enlargement](#)

² Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR)
<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

For the post in the Internal Compliance Team:

- Experience in process management, project management, risk management and quality management.
- Experience in document management systems
- Previous experience in other International or European organisations.

4. APPLICATION PROCEDURE

Candidates must submit their application electronically. Applications must only be sent to: recruitments@ecce.europa.eu quoting the reference of the call and the profile they are applying for. Candidates may apply for a traineeship in one or more units/profiles. A separate application must be sent for each profile.

Candidates are requested to submit their application with a CV in European format³ and a motivation letter in English. Applications not submitted in English will be excluded from the selection procedure.

Applications must be submitted by not later than 10 February 2025 at 23:59 (Bucharest time).

5. SELECTION PROCEDURE

All candidates will be firstly assessed according to compliance with the eligibility criteria as indicated in section 2.

Further to that, candidates that are considered eligible will be assessed based on the educational background, qualifications, competences and motivation in line with the expected tasks as listed in Section 1 and the advantageous criteria as described in Section 3.

As part of the selection, shortlisted candidates may be contacted for a test and a video interview. And they may as well be requested to provide further information or documents. As a final step of the selection, shortlisted candidates will be invited for an interview with the Executive Director.

6. REQUIREMENTS PRIOR TO THE START

Successful candidates receiving and accepting the traineeship offer will need to provide the following documents, in addition to the two copies of the traineeship agreement duly signed:

- A proof of nationality.
- A photocopy of all diplomas, academic qualifications/ degrees obtained,
- A photocopy of employment certificates, if applicable.

³ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

- An excerpt from the police record indicating good conduct,
- A medical certificate confirming that s/he is “fit to work”.
- A photocopy of health and accident insurance for the duration of the traineeship⁴. Sickness and accident insurance is mandatory.

Trainees are responsible for organizing their own insurance against accidents along with health cover and any insurance required for themselves and family members (where applicable) for the duration of their traineeship.

7. DURATION, BASIC ALLOWANCE AND REIMBURSEMENT

The traineeship may last minimum of 6 and maximum of 12 months. Traineeship agreements are initially offered for a period of six months with the option for extension, upon justification by the Head of Unit and budget availability.

Trainees are awarded a monthly allowance of 25% of the basic remuneration of a temporary agent at grade AD 5/1. For example, currently, a trainee allowance is at 1,476.34 EUR/month. Trainees whose address (as indicated in their application form) at the beginning of the traineeship is more than 50 km from the place of traineeship are entitled to a reimbursement of the travel expenses incurred at the beginning and end of the traineeship.

8. EQUAL OPPORTUNITIES

ECCC is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in a traineeship position. ECCC ensures that its selection procedures do not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity. Applicants from Ukraine and Moldova, as EU Candidate Countries are strongly encouraged to apply.

9. DATA PROTECTION

The processing of personal data by the Authority is governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, exclusively for the purpose of selection of trainees.

⁴ [European Health Insurance Card \(EHIC\)](#)