



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 a 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 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. 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 need to fulfil the following three requirements:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma;
- A very good command of English (the working language of ECDC). Knowledge of additional EU languages is an asset.
- You should not have previously participated in a formal traineeship within a European institution, agency or body or have been employed by a European institution, agency or body.

Application procedure

For applications to be valid, you must submit all of the following documents:

- A detailed Curriculum Vitae **in Europass format in English** (available on <http://europass.cedefop.europa.eu>)- any other formats will render your application ineligible;
- A cover letter (English only) using the ECDC template;
- A copy of the university degree.

Applications should be sent by e-mail in Word, PDF or jpeg format (maximum size 10 MB with attachments) to traineeship@ecdc.europa.eu clearly indicating the word **"Traineeship" and your surname in the subject line, i.e. "Traineeship-Surname"**. The application will be rejected if the dossier is incomplete or if it is incorrectly submitted. No additional documents should be sent other than the documents specified above. Any false statement or omission, even if unintended, may lead to cancellation of the application or termination of the traineeship.

Applications for the 2015 Traineeship Programme may be submitted between: **1st October 2014 and 31st January 2015**. 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. This list may be used as a reserve for recruitment, should additional traineeship opportunities arise. It will be valid until 31st December of the year in question.

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, together with **all** supporting documents.

Training Grant

ECDC pays a monthly grant of 1 445,15 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 support in finding accommodation may be available.

Sickness

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

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.