ELA TRAINEESHIP PROGRAMME 2025/2026

CALL FOR APPLICATIONS FOR THE TRAINEESHIP
PROGRAMME

AT THE EUROPEAN LABOUR AUTHORITY

The European Labour Authority

The European Labour Authority (ELA) is a decentralised agency of the European Union, established in 2019 and based in Bratislava (Slovakia).

The aim of ELA is to help to ensure that EU rules on labour mobility and social security coordination are enforced in a fair, simple, and effective way, and make it easier for citizens and businesses to reap the benefits of the internal market. Further information on our activities can be found on our website.

The Authority is organising a selection procedure for the traineeship programme 2025/2026. The traineeships will be based in Bratislava and one will be based in Brussels.

1. TRAINEESHIP DESCRIPTION

The interested candidates can apply for one of the following 18 traineeship profiles. A detailed description of ELA activities and Units is provided at the end of this document:

- **Enforcement and Analysis Unit**
  Profile 1 - Concerted and Joint Inspections
  Profile 2 - Tackling Undeclared work
  Profile 3 - Analysis and Risk Assessment

- **Cooperation Support Unit**
  Profile 4 - Cooperation Support
  Profile 5 - Cooperation Support & Digital Tools
  Profile 6 - Mediation
  Profile 7 - Capacity Building

- **Information and EURES Unit**
  Profile 8 - EURES
  Profile 9 - Information and Services

- **Governance and Coordination Unit**
  Profile 10 - Governance and Outreach
  Profile 11 - Communication

Profile 12 - Brussels Liaison Office

- **Resources Unit**
  Profile 13 - ICT and Facilities
  Profile 14 - Human Resources
  Profile 15 - Finance, Budget and Procurement
  Profile 16 - Events Management

- **Executive Director's Office**
  Profile 17 - Legal and Compliance
  Profile 18 - Data Protection

2. GENERAL PROVISIONS

The ELA traineeship programme is addressed to university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at ELA are:

- To provide trainees an understanding of the objectives and activities of ELA;
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of ELA Units and sectors;
- To provide the opportunity to work in a diverse, multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance;
- To enable trainees to put into practice knowledge acquired during their studies and in particular in their specific areas of competence;
- To introduce these graduates to the professional world and the constrains, duties and opportunities therein.

For detailed information on the ELA traineeship programme, applicants are advised to read carefully the [Rules Governing the Traineeship Programme at ELA](#) and the [FAQs](#) published on ELA website.

3. ORGANISATION OF THE TRAINEESHIP PROGRAMME

The traineeship may last a minimum of six and a 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.

Traineeships are planned to begin in October 2025.

4. ELIGIBILITY CRITERIA

To be considered eligible, trainees must satisfy all of 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 (27), EEA EFTA States (Iceland, Liechtenstein and Norway), EU candidates (Albania, Bosnia

and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Ukraine) and potential candidate country (Kosovo) [1];

- **University diploma:** candidates must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for applications. For declared on-going post-graduate studies, an official declaration from the relevant university/institute must be provided;

- **Languages:** In order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately, applicants from the Member States of the European Union must have very good knowledge of at least two official languages of the European Union[2], of which one must be English, as English is the main working language at ELA.

Applicants from nationals of EEA EFTA States (Iceland, Liechtenstein and Norway), EU candidates (Albania, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Ukraine) and potential candidate country (Kosovo[1]) are requested to have at least a very good knowledge of English[2].

5. APPLICATION PROCEDURE

Candidates must submit their application electronically. They must apply through the EU CV Online system[3] via this link:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces

Each traineeship profile has its own submission process in EU CV Online[3]. Candidates are responsible for submitting their application to the right profile. Candidates may apply **only for one** traineeship profile in the list below. The Authority reserves the right to invite candidates for an interview to a profile other than the one they applied for.

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

Deadline for applications: ~~6 June 2025 at 12:00 (midday, CET)~~ <mark>18 June 2025 at 12:00 (midday, CET)</mark>

Candidates will be eliminated if:

- They do not submit their application (EU-CV and motivation letter via EU CV Online System[3]) before the deadline (~~6 June at 12:00 CET~~, 18 June at 12:00 CET);
- They do not meet the eligibility criteria.

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[1] This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

[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

[3] EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

6. SELECTION PROCEDURE

Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria (see section 4).

ELA makes its selection of trainees on the basis of the applications received as per this traineeship call. Successful candidates are selected on the basis of the educational background, qualifications, competences, motivation and/or experience. The selection procedure aims to keep, to the best possible level, a diverse pool of shortlisted candidates.

In the course of the selection, shortlisted candidates may be contacted for a phone or video interview in order to check their availability, language skills, and to discuss reciprocal expectations. They may as well be requested to provide further information or documents as part of the selection procedure.

Traineeship offers, through a letter from Human Resources, are decided by ELA's Executive Director on the basis of a list of the most suitable candidates proposed by the concerned Head of Unit. This list may be used for other traineeships depending on the needs of the Authority.

7. REQUIREMENTS PRIOR TO THE START

Successful candidates receiving and accepting the traineeship offer will need to provide supporting documents and certificates required by Human Resources within the indicated deadline. Candidates are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.

Before the commencement of the traineeship, they are required to provide the following documents, in addition to the duly signed traineeship agreement:

- A proof of nationality, and for successful candidates from non-EU countries, a visa where applicable*
- A photocopy of all diplomas, academic qualifications/ degrees obtained;
- A photocopy of employment certificates, if applicable;
- 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 traineeship (EU insurance card is a common use). Sickness and accident insurance is mandatory. Trainees are responsible for organising 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.

*Successful candidates from non-EU countries are solely responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the national authorities. Depending on their home country, visa requests may take some time to process, so they must make sure to initiate the process as soon as they can and well before their arrival to ELA.

8. BASIC ALLOWANCE AND REIMBURSEMENT

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 1,493.36 EUR/month

Trainees whose place of selection at the beginning of the traineeship (as indicated in their application form) is more than 50 km from the place of employment are entitled to a fixed travel allowance of 400 euros for covering travel expenses for entering into the service and departing at the end of the traineeship. Recruited trainees whose place of selection is less than 50 km from the place of employment are not entitled to travel allowance. Trainees whose contracts are extended shall not benefit from an additional travel allowance.

9. EQUAL OPPORTUNITIES

ELA is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in a traineeship position. ELA 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.

10. 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 (For more information, please refer to the ELA Privacy Statement on selection and recruitment procedures).

Traineeship Tasks by Profile

To provide a better understanding of the activities within each Unit and Sector, we invite you to explore our Organizational Structure. This document outlines ELA's organizational structure, detailing the main objectives and key areas of work within each Unit and Sector.

Below, you will find a list of traineeship profiles, each with a brief **overview of the tasks** in line with the organizational objectives. These profiles aim to provide a general overview of expected tasks.

ENFORCEMENT AND ANALYSIS UNIT

The **ENFORCEMENT AND ANALYSIS (ENF)** Unit is responsible for the Authority's work on coordinating and supporting concerted and joint inspections, carrying out analysis and risk assessment on issues of cross-border labour mobility, social security coordination, and supporting the Member States in tackling undeclared work. The Unit is structured in three areas with the following main objectives:

Profile 1: Concerted and Joint Inspections

- Assist in the preparation of legal documents and the co-draft of legal instruments
- Support the team with organization of cross-border inspections, mainly through communication with NLOs, contractors and national authorities
- Help to organize working groups, preparatory meetings and events
- Analyze data from inspections, contribute to collecting and summarizing it and maintain internal databases
- Perform other tasks in the interest of the service, including administrative support

Profile 2: Tackling Undeclared work

- Review documents provided by contractors and external researchers, including analytical studies
- Support the organisation of various meetings and events such as workshops, seminars, webinars and meetings of the European Platform tackling undeclared work. This task contains both logistical/administrative support as well as content-related work (identifying speakers, contributing to discussion papers)
- Conduct desk research to identify policies, tools and practices relevant for tackling undeclared work and bogus self-employment, as well as challenges in this area and emerging trends
- Liaise with stakeholders in the field and contribute to the communication activities related to the coverage of the events on undeclared work

Profile 3: Analysis and Risk Assessment

- Gather information to support the work of the Authority, including desk research and reviewing scientific literature on topics relevant to ELA and its analysis and risk assessment function
- Analyze data related to the mandate of ELA; prepare data for analysis (data cleaning, standardisation)
- Provide support to the team in reviewing and drafting reports
- Provide administrative and technical support for events organized by the Analysis and Risk Assessment sector, such as technical workshops and launch events
- Communication with relevant stakeholders such as National Liaison Officers, Contractors, etc.
- Support the preparation of briefing notes, flash reports, reports, and from selected events (e.g. workshops, conferences, meetings)

COOPERATION SUPPORT UNIT

The **COOPERATION SUPPORT (COP) Unit** is a policy unit responsible for the Authority's cooperation and exchange of information between Member States, mediation and capacity building activities. The COP Unit manages four Mutual Learning and Understanding Programmes (MLUPs) in the different areas of EU labour mobility law, organises several capacity building activities (such as training, study visits, collection of good practices, etc.) and has recently launched a new online learning platform, and provides support to the mediation procedure. In addition to engaging trainees to join the different operational sectors, the COP unit is looking to engage another trainee to support the horizontal coordination within the Unit and to assist with communication workflows related to the Unit.

Profile 4: Cooperation Support

- Assist in drafting and coordinating annual and multiannual plans, and monitor and report of the cooperation, mediation and capacity-building activities
- Support the preparation of briefing, speeches, presentations, reports, and other strategic documents and follow up on meetings and events with logistical support, agendas, invitations, and minutes
- Identify and disseminate good practices, project results and public events and manage the overview and visualisation of the cooperation, mediation and capacity building actions
- Assist in managing communication workflows and coordinating promotional and outreach actions to communicate the Unit's activities to stakeholders
- Assist with internal communication, document management, and content on SharePoint and Intranet sites
- Assist the monitoring of horizontal financial tasks and financial procedures and the related internal communication with colleagues involved
- Provide general administrative support to the performance of the Unit activities

Profile 5: Cooperation Support & Digital Tools (CNLO)

Candidates with both a **policy** and **policy & IT** background are encouraged to apply:

- Support in the organization of workshops, developing content under supervision of team leader, and coordinate with stakeholders including communication with contractors, monitoring timelines and reviewing deliverables
- Prepare notes, minutes, and reports that summarize the outcomes of activities organised in CNLO sector
- Support meetings for IMI-PROVE, TRANSPORT SUPPORT, and PROGRESS programmes, and contribute to thematic teams on social legislation, social security coordination, and digital tools (IMI, ERRU, EESSI systems)
- Provide ad-hoc support for digital tools including system administration, user account management, and drafting user guides.
- Communicate about digital tools with their users' communities

Profile 6: Mediation

- Contribute to the implementation of overall objectives of the Cooperation Support Unit in general and the Mediation Sector in particular
- Contribute to the handling of mediation cases and preparing reports
- Contribute and support the work of Mediation secretariat
- Contribute to the development of awareness raising materials, meetings materials and training materials related to mediation sector activities
- Assist all operational areas in the design, delivery, and follow-up of mediation activities
- Draft minutes, notes and other administrative documents
- Support the preparation of meetings under the POSTING 360 Mutual Learning and Understanding Programme and contribute to the work of the horizontal thematic team on posting of workers

Profile 7: Capacity Building

- Support the Sector with the organisation of capacity building activities and events
- Assist all operational areas in the design, delivery, and follow-up of capacity building activities
- Perform research and draft analyses, particularly on e-learning tools and support the design of e-learning modules, administer e-learning platform (Moodle)
- Contribute to the development of relevant training material, visualising case studies in PPTs
- Participate at the internal meetings of ELA and meetings with external stakeholders
- Draft minutes, notes and other administrative documents
- Contribute to the work of the horizontal thematic teams on free movement of workers

INFORMATION AND EURES UNIT

The INFORMATION AND EURES (INE) Unit is responsible for the Authority's Information and EURES activities. Its mission is to deliver on the tasks specified by Articles 5 and 6 of the ELA Regulation:

Profile 8: EURES

Contribution to the following tasks of the European Coordination Office (defined by the EURES Regulation, EU 2016/589), for example but not exclusively:

- Participation in EURES communication and campaign activities

- Implementation of the EURES strategy 2030
- Support the EURES Training Academy by evaluating training courses and drafting training evaluation reports, reviewing future training needs analysis, updating training material
- Support the EURES social media production
- Contribute to the preparation and drafting of briefings, policy and operational notes, and internal communication materials

Profile 9: Information and Services

- Support in implementation of activities facilitating access to information on labour mobility, (e.g. local information events, mutual learning sessions, communication trainings, development of the AI-powered chatbot)
- Assist in drafting background and concept notes for the activities outlined above and others, related desk research
- Contribution to the analysis of information websites and other information materials (e.g. systematic analysis)
- Ad-hoc tasks related to ELA information and services activities

GOVERNANCE AND COORDINATION UNIT

The GOVERNANCE AND COORDINATION (GAC) Unit ensures the Authority's horizontal coordination, governance, external relations, programming and reporting, and communication activities. Furthermore, GAC Unit is also responsible for facilitation of digital innovation in the areas of ELA's mandate. ELA will chair from March 2026 to March 2027 the Presidency of the European Network of Agencies (EUAN) – a network consisting of 52 European agencies and joint undertakings supporting the implementation of EU policies in several domains. GAC Unit will coordinate the EUAN Presidency in ELA.

Profile 10: Governance and Outreach

Candidates with both a **policy** and **digitalisation promotion** background are encouraged to apply:

- Support the preparation of briefings and speeches of the Executive Director
- Support the secretariat to the Management Board and Stakeholder Group with internal coordination of documents, organization of meetings and logistics
- Assist in the preparation of internal planning documents and meetings
- Contribution to the internal coordination, programming and reporting
- Support the organization and implementation of the ELA TECH conference, technological workshops and other events
- Support for the implementation and follow-up on ELA's activities related to the facilitation of digitalization activities
- Support the internal coordination of digitalization activities
- Support in all EUAN presidency aspects (e.g. cross-functional internal team, administration, contribution to the preparation and implementation of work program and activities , cooperation with the Shared Support Office and liaison with other EU agencies and institutions)
- Support in the organization, logistics, coordination of the events organised by the Unit, including EUAN presidency

• Support the visibility and communication about ELA's presidency in EUAN

Profile 11: Communication

• Draft social media posts
• Update events page on the ELA website
• Create short videos and graphics for communication sector, other Units, and events
• Write scripts for videos and support the creation for the other multimedia and communication materials
• Support the external communication of the Authority and outreach to its stakeholders

Profile 12: Brussels Liaison Office

• Support the office in day-to-day activities, such as organizing meetings with various stakeholders, writing reports, and preparing presentations
• Support cooperation and relations with EU institutions, EU agencies, and other bodies, as well as other stakeholders such as social partners organizations based in Brussels
• Support ELA's events and staff during their missions in Brussels

RESOURCES UNIT

The RESOURCES (RES) Unit is responsible for the Authority's resources enabling its effective functioning.

Profile 13: ICT and Facilities

This an **ICT role**, it involves participating in critical projects using a variety of modern ICT tools and platforms, as well as cloud infrastructure:

• Development of AI applications with Microsoft Copilot and related tools, providing guides for business use cases
• Assist in the development and deployment of cloud-based applications using Microsoft 365 and Dynamics 365
• Assist in development of workflow applications using JIRA Service Management and Confluence tools from Atlassian
• Collaborate with the development team to design, test, and implement new features and functionalities, participate in code reviews to improve coding standards and practices, and assist in the maintenance and optimization of cloud infrastructure
• Support the setup and operation of audio-visual equipment for conferences and meetings, and provide technical assistance to ensure the smooth operation of the conference suite
• Assist in the deployment of virtual servers and desktops and create the deployment guides for use by operational staff
• Support in the liaison with ICT teams, partners and other EU bodies

Profile 14: Human Resources

• Contribute to various HR projects, e.g. Talent and Knowledge management framework, Equality & Diversity, Culture, Wellbeing, etc.

- Support in HR administration such as updating HR organigramme, development of digital tools and databases, reporting and analyzing HR data
- Support the planning and implementation of the L&D framework, team buildings and staff events
- Contribute to the preparation of HR documents and implementation of HR processes
- Contribute to the HR information/communication and internal/external cooperation

Profile 15: Finance, Budget and Procurement

- Assist in the preparation of the financial and budgetary reports
- Support the procurement process
- Support contract management, including contract amendments, price indexation
- Help manage and organize financial documents and procurement records
- Collaborate in the maintenance of and the updating of the finance and procurement intranet page

Profile 16: Events Management

- Participation in Unit meetings and in meetings with Contractors, preparation of minutes
- Meeting Minutes, Research in Event area
- Organization and participation at events in ELA premises, events logistical coordination support
- Drafting RfS and ppts using Microsoft Office Suite, Event application support
- Update the corporate intranet webpage design and create manuals

<u>EXECUTIVE DIRECTOR'S OFFICE/LEGAL AND COMPLIANCE UNIT</u>

The EXECUTIVE DIRECTOR'S OFFICE Sector is responsible for the administrative support to the Executive Director and the horizontal provision of legal and compliance advice. It also includes the functions of the DPO and Accountant.

Profile 17: Legal and Compliance

- Legal support to the Legal and Compliance Sector on the implementation and interpretation of the ELA's founding Regulation and ELA's institutional framework
- Legal support in EU Administrative Law, EU Procedural Law, EU labour Law
- Legal research on matters related to the activities of ELA, in particular case law research of the European Court of Justice and/or Member States jurisdictions
- Legal support to the handling of public access to documents requests – Regulation (EC) No. 1049/2001
- Support to the drafting of notes, policies and decisions in relation to ELA's regulatory framework and to corporate functions, such as on EU public procurement and human resources, and collaboration with the other units at ELA related to the provision of legal support to ELA´s operational activities

Profile 18: Data Protection

- Support to the Data Protection Officer in the implementation of Regulation (EU) 2018/1725
- Contribute to the establishment and review of Data protection Notices

- Contribute to risk assessments related to personal data processing activities by drafting relevant threshold assessments and supporting the preparation of Data Protection Impact Assessments (DPIAs)
- Assist in supporting ELA staff with the use and clauses and privacy policies on personal data protection
- Assist in the development and refinement of various procedural and operational documentation related to Artificial Intelligence applications within the ELA framework
- Assist in drafting records for new personal data processes
- Development of AI tools, including European Commission's tools as e-Translation and e-Briefing.