



**ELA TRAINEESHIP PROGRAMME 2026/2027**  
**CALL FOR APPLICATIONS FOR THE TRAINEESHIP**  
**PROGRAMME**  
**AT 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 2026/2027. 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 15 traineeship profiles. A general overview of the expected tasks for each profile is provided at the end of this document.

- Profile 1 - Executive Director-Executive Assistant
- Profile 2 - Legal and Regulatory Affairs
- Profile 3 - People and Organisation
- Profile 4 - Spokesperson

- **CTO - Corporate Services Unit**

- Profile 5 - ICT and Digitalisation Support
- Profile 6 - Finance, Budget and Procurement
- Profile 7 - Events and Facilities Management

- **Operations Department**

- Profile 8 - Coordination and Liaison (Bratislava and Brussels)

- **Enforcement and Analysis Unit**

- Profile 9 - Inspections
- Profile 10 - Analysis and Risk Assessment

- **Cooperation Support Unit**

- Profile 11 - Cooperation
- Profile 12 - Capacity Building

- **Information and EURES Unit**

- Profile 13 - EURES Sector
- Profile 14 - Information Sector (Access to Information)
- Profile 15 - Information Sector (Corporate Communications)

## 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;
- 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 constraints, 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/Department and budget availability.

Traineeships are planned to begin in October 2026.

## 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, Switzerland and Norway), EU candidates (Albania, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Ukraine) and potential candidate country (Kosovo) <sup>1</sup>;
- **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<sup>2</sup>, of which one must be English, as English is the main working language at ELA.

Applicants from nationals of EEA EFTA States (Iceland, Liechtenstein, Switzerland and Norway), EU candidates (Albania, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Turkey, and Ukraine) and potential candidate country

(Kosovo<sup>1</sup>) are requested to have at least a very good knowledge of English<sup>2</sup>.

## 5. APPLICATION PROCEDURE

Candidates must submit their application electronically. They must apply through the EU CV Online system<sup>3</sup> via this [link](#):

Each traineeship profile has its own submission process in EU CV Online<sup>3</sup>. 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: ~~10 June 2026 at 12:00 (midday, CET)~~ 17 June 2026 at 12:00 (midday, CET)**

Candidates will be eliminated if:

- They do not submit their application (EU-CV and motivation letter via EU CV Online System<sup>3</sup>) before the deadline (~~10 June at 12:00 CET~~) **17 June 2026 at 12:00 (midday, CET)**;
- They do not meet the eligibility criteria.

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<sup>1</sup> 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.

<sup>2</sup> 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>

<sup>3</sup> 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 the sector People and Organisation, are decided by ELA's Executive Director, on the basis of a list of the most suitable candidates proposed by the concerned Head of Sector/Unit/Department. 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 People and Organisation 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 1,538.16 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 ELA, the traineeship profiles below outline a general overview of the expected tasks.

### **Profile 1 – Executive Director-Executive Assistant**

- Support the Executive Director and the Executive Assistant in project management, calendar coordination, administrative management and preparation of executive level correspondence, speeches and briefings
- Assist in the organisation of meetings, stakeholder sessions and high-level events, including agenda preparation, logistics and follow-up
- Support coordination and follow-up of executive-led initiatives by tracking inputs, timelines, documentation and actions with internal services

### **Profile 2 - Legal and Regulatory Affairs Sector**

- Legal support 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 3 - People and Organisation Sector**

- Support the implementation of HR procedures, follow-up of staff matters, including support to talent management and organisational development activities
- Assist workforce planning and staff lifecycle activities, including traineeships, onboarding and exit processes
- Contribute to initiatives promoting attractiveness, staff wellbeing, diversity, inclusion and a positive work environment
- Support HR administration tasks, including data management, HR systems and leave records
- Assist learning, development and performance management activities through coordination, documentation and monitoring support

### **Profile 4 - Spokesperson**

- Assist with content reviews, and supporting preparation of speeches and briefings
- Support the management of ELA's media relations with EU-wide media
- Support news and editorial activities by assisting with content drafting, background research and coordination tasks
- Contribute to media monitoring and reporting activities

## **CTO - CORPORATE SERVICES UNIT**

### **Profile 5 - ICT and Digitalisation Support Sector**

- Support activities related to ICT strategy, AI initiatives and enterprise architecture through background research, documentation and coordination tasks
- Assist with ICT demand management by supporting requirements gathering, documentation and follow-up of ICT solution requests
- Contribute to digital innovation and interoperability initiatives by assisting with testing, documentation and coordination of technology-driven solutions
- Support ICT operations by assisting with monitoring, reporting and coordination related to ICT systems and services
- Continuous improvement of processes ensuring compliance with EUDPR and EU AI Act.
- Evaluation of business cases in line with the above mentioned acts
- Contribute to information security activities by supporting awareness, documentation and basic follow-up tasks
- Support in the development of Power BI and Power Apps Applications and projects and support to the development team where necessary and for purposes of knowledge advancement.
- Contribute to improve and maintain ELA software development standards efficient and product – end-user oriented

### **Profile 6 - Finance, Budget and Procurement Sector**

- Assist in financial management, including data entry and initiation of financial transactions in financial systems
- Support audits, including collection of proper financial documents
- Assist in the preparation of procurement files and during the procurement procedures
- Assist in monitoring of framework contract consumption
- Assist in meeting preparations, internal website updates

### **Profile 7 - Events and Facilities Management Sector**

- Support the organisation and delivery of ELA events, meetings and workshops by assisting with contracting, logistics, registrations, coordination and on-site support
- Help prepare event documentation, including promotional materials
- Assist in checking staff mission expenses
- Support facility operations by assisting with space planning, maintenance, inventory management

## **OPERATIONS DEPARTMENT**

### **Profile 8 - Coordination and Liaison Sector**

- Support ELA's outreach activities across all thematic areas; support cross-unit engagement in ELA's thematic cooperation programmes and platforms
- Support ELA's relations with the European Commission and EU institutions, in particular EP and Council engagement and other agencies, including ELA's Chairmanship the EUAN network where relevant

- Assist in ELA's cooperation with third countries and international organisations (ILO, OECD, IOM and others); assist in the coordination of associated cooperation frameworks
- Assist in the preparation of strategic and operational planning, coordination and reporting as well as information flows on relevant operational activities
- Pursue close cooperation with the ICT and Digitalisation Support sector to ensure a coherent approach towards digitalisation and adoption of innovative technological tools

**One trainee (part of Coordination and Liaison sector) is required to be based in Brussels and will perform the following tasks:**

- Support the office in day-to-day activities, such as organising 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 staff during their missions in Brussels
- To help ensure that the Brussels Office acts as the key gateway to institutional stakeholders in Brussels, particularly regarding the relevant policy developments ; facilitate BLO work by ensuring access to information and functional participation in activities and priorities across all Units

## **ENFORCEMENT AND ANALYSIS UNIT**

### **Profile 9 - Inspections Sector**

- Assist in the preparation of legal documents and the co-draft of legal instruments
- Support the team with logistical and administrative support to Member States' enforcement authorities during cross-border inspections
- Analyse inspection data, contribute to its collection and summarisation, and maintain internal databases
- Help to organise working groups, preparatory meetings and events
- Assist in the coordination of the Working Group on Inspections; facilitate the management of expert networks and institutional relationships with the European Commission and social partners on enforcement matters

### **Profile 10 - Analysis and Risk Assessment Sector**

- Support the organisation of various meetings and events such as workshops, seminars and conferences
- Assist in assessing risks and carrying out analyses to support targeted enforcement activities
- Assist in producing strategic analytical studies on trends and emerging issues in cross-border labour mobility, social security coordination, tackling undeclared work, digitalisation, and labour shortages
- Gather research, collect data and statistics in the areas of ELA competence
- Assist in developing guidelines and handbooks for enforcement, inspection activities, efforts to tackle undeclared work, and other activities part of ELA's mandate

## **COOPERATION SUPPORT UNIT**

### **Profile 11 - Cooperation Sector**

- Support cooperation and information exchange between national authorities on the application and enforcement of EU legislation within ELA's remit, including on tackling undeclared work
- Assist in the preparation and delivery of Mutual Learning and Understanding Programmes (MLUPs), including drafting background notes, compiling inputs, and helping to update non-binding guidance materials on application and enforcement
- Contribute to information and data-exchange work by supporting the European Commission and Member States with meeting preparation, drafting summaries, and collecting inputs related to labour mobility, social security coordination and tackling undeclared work
- Support the European Platform tackling undeclared work and the organisation of its meetings with performing both administrative and content-related tasks
- 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
- Assist with the administration of ELA's mediation mechanism by helping to maintain reference documents (e.g., lists of mediators, templates and procedural materials) and by supporting communications and scheduling related to mediation activities
- Contribute to mediation-related recordkeeping and reporting by updating trackers of referrals and outcomes and helping draft communication materials and inputs for monitoring and evaluation

### **Profile 12 - Capacity Building Sector**

- Assist in supporting national authorities and other relevant stakeholders (including national and EU-level social partners and national SOLVIT centres) in strengthening their knowledge and operational capacity
- Contribute to the organisation, coordination and delivery of onsite and online training activities for national authorities and other stakeholders
- Contribute to the organisation and management of ELA's annual cooperation programmes, including study visits and secondment schemes, by supporting coordination tasks, documentation, and communication with participating national authorities
- Assist in ELA's activities related to the collection, assessment and dissemination of good practices, including providing support in the organisation of the annual call for good practices
- Contribute to the development and maintenance of ELA's e-learning platform by supporting content updates, organisation of learning materials and other basic administrative tasks
- Contribute to the development of the communities of practice, registering participants, preparing and updating learning materials.

## **INFORMATION AND EURES UNIT**

### **Profile 13 - EURES Sector**

- Support the coordination of EURES network activities, including meetings, job events, the EURES Academy and elements of the Programming and Performance Cycle
- Assist with the development and maintenance of the EURES portal and related IT tools through content checks, user feedback collection and coordination with support services
- Assist cooperation with key stakeholders (PES Network, European Commission, Europass, Cedefop, social partners)
- Support digital innovation activities by contributing to requirements gathering and documentation for portal developments

- Assist with EURES communication and visibility activities, including awareness raising and branding coherence

### **Information Sector**

Work in the Information Sector is organised into two closely connected main areas that serve ELA's target audiences: enhancing access to information about labour mobility and managing corporate communications. Consequently, there are two separate traineeship profiles, each with its own tasks and required skills.

#### **Profile 14 - Access to Information**

- Support in implementation of activities facilitating access to information on labour mobility, (e.g. local information events, thematic workshops, 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)

#### **Profile 15 - Corporate Communications**

- Draft and publish content across social media channels
- Update and maintain the ELA corporate website
- Create graphics, short videos and multimedia content for communication campaigns, events and internal units
- Support visual and multimedia projects from concept and scripting to final production
- Support the external communication of the Authority and outreach to stakeholders