

Traineeships

Join the European Training Foundation – Skills for Global Europe

The European Training Foundation (ETF) is seeking to establish a reserve list of talented trainees who are keen to contribute to a wide range of activities across the agency.

If you are eager to grow, bring fresh ideas and work collaboratively in dynamic and multi-cultural teams, these traineeships offer an excellent opportunity to gain meaningful experience while developing valuable skills.

 Location:	Turin, Italy
 Deadline:	22 April 2026
 Expected starting date:	1 October 2026
 Traineeship duration:	12 months
 Maintenance grant:	€ 1,300 / month, net
 Ref:	ETF/TRA/26

Who we are

The ETF is the EU agency for human capital development in neighbouring and candidate countries. We connect people, ideas, and policies to turn skills into opportunity.

From the Balkans to Ukraine, the Mediterranean and the African Union, we support reforms in education, training, and employment aligned with EU priorities such as the Union of Skills, the Pact for the Mediterranean, green and digital transitions and EU enlargement.

Based in Turin, we are a multicultural team recognised for independence, evidence-based advice, and trusted partnerships.

What you will learn

By the end of the traineeship, you will have developed **technical skills** directly related to the areas in which you will work, through hands-on involvement and collaborative processes.

You will have the opportunity to further develop your **soft skills**, in particular by working in multi-cultural teams, exchanging information, knowledge and experience, learning from others, receiving and giving feedback, and improving organisational and time management skills.

In addition, you will have gained significant **knowledge of the European Union, its institutions, policies and programmes, mostly in the context of human capital development**, and in particular education, training and labour market in a development context.

Where you will contribute

Trainees will contribute to one of the following areas of work or units:

1. Communication
2. Corporate Services Unit
 - 2.1 Digitalisation and cybersecurity
 - 2.2 Facilities, sustainability and greening
 - 2.3 Finance and procurement
3. Directorate
 - 3.1 Institutional relations / Outreach
 - 3.2 Strategy
 - 3.3 Governance
4. Operational units
5. People and Talent Unit
6. Projects and Partners Unit

Curious about what you will be working on? Click on the relevant area or unit or see below.

Traineeship per area or unit

Trainees will have the opportunity to work on the following activities:

1. Communication

ETF communications strengthen engagement through clear, targeted content, producing digital materials, managing campaigns, supporting events, and ensuring consistent messaging overall.

You will have the opportunity to further develop your skills through tasks such as:

- Supporting the ETF in the organisation and follow-up of the Torino Skills Summit.
- Contributing to the ETF's intranet, website and internal social platforms.
- Contributing to the ongoing ETF social media work.
- Assisting in producing video and other multimedia products.
- Supporting the layout of documents.

2. Corporate Services Unit

The Unit delivers finance, procurement, IT, facilities, security, digitalisation and sustainability services, driving compliance, digital transformation and greener operations.

You will have the opportunity to further develop your skills through tasks such as:

2.1 Digitalisation and cybersecurity

- Supporting the implementation of the ETF Digital Strategy 2025–2027, with a focus on digitalisation and cybersecurity.
- Contributing to the Data Project by developing data guidelines and supporting medium-term planning for data collection and monitoring.

- Supporting the rollout of the new data-fabric architecture, including data-visualisation tools and the design of the new ETF data portal.
- Building knowledge of cybersecurity practices and standards (e.g. ISO 27001, NIST CSF) and support to awareness, training and change-management initiatives.

2.2 Facilities, sustainability and greening

- Contributing to health and safety implementation and maintaining or updating documentation on facilities.
- Collecting, consolidating and quality-checking environmental data, supporting sustainability reporting dashboards and presentations.
- Assisting with greening initiatives and staff engagement.
- Supporting day-to-day operations.

2.3 Finance and procurement

- Participating in procurement procedures and in the financial management of contracts.
- Compiling and analysing data and supporting reporting activities.
- Supporting the transition to new digital tools and systems.

3. Directorate

The Directorate provides strategic leadership, ensuring that the ETF delivers its mandate and oversees strategy, legal and data protection for coherent governance and institutional development.

You will have the opportunity to further develop your skills through tasks such as:

3.1 Institutional relations / Outreach

- Supporting the preparation, implementation and follow-up of institutional relations.
- Supporting mobilisation, communication and outreach coordination activities.

3.2 Strategy

- Supporting strategic planning and reporting processes.
- Assisting in developing and monitoring indicators, collecting and analysing data for reporting.
- Following implementation, contributing to terms of reference, and supporting procurement and following-up on findings.

3.3 Governance

- Supporting the organisation and follow-up of business-process maintenance and related data-protection tasks.
- Assisting in restructuring and maintaining ethics and integrity intranet content.
- Contributing to establishing and documenting corporate governance policies, processes and Director's decisions.
- Contributing to document management and communication activities.

4. Operational units

The operational units are: the **Intelligence Unit**, which provides data, analysis and system performance insights; the **Policy Advice Unit**, which delivers human capital policy support across diverse thematic and country contexts; and the **Knowledge Hub for Skills and Jobs Unit**, which

develops and shares knowledge, coordinates thematic networks, and advances work on skills, transitions, inclusion and qualifications.

You will have the opportunity to further develop your skills through tasks such as:

- Supporting policy analysis and research, including quality checks, peer reviews, publication preparation, etc.
- Assisting research on transitions, gender, labour markets and skills demand.
- Contributing to research design, terms of reference, and analytical work.
- Supporting digital knowledge dissemination and learning design.
- Contributing to policy advice and preparatory actions, including global education initiatives, data analysis, events, and country-level work.

5. People and Talent Unit

The People and Talent Unit supports staff by promoting a people-centred culture and contributing to talent development, organisational processes, and digital ways of working.

You will have the opportunity to further develop your skills through tasks such as:

- Supporting HR analytics activities, wellbeing, engagement initiatives, etc.
- Contributing to digitalisation and improvement of HR processes.
- Assisting organisational development and HR governance.

6. Projects and Partners Unit

The Projects and Partners Unit drives strategic initiatives, manages projects and events, and strengthens partnerships and stakeholder engagement across the ETF.

You will have the opportunity to further develop your skills through tasks such as:

- Assisting with the preparation and follow-up of projects' activities, such as planning, monitoring and reporting, documentation and knowledge management.
- Supporting the organisation of meetings, workshops, and events, including logistical coordination and practical arrangements
- Contributing to the development of ETF's project management system and its processes and tools.

Selection criteria

We are looking for candidates, who have:

Technical skills and knowledge

- an educational background relevant to the traineeship, such as public administration, European and/or international relations, communication, human resources, law, finance, business administration, social sciences, IT, economics, or related fields
- knowledge and/or experience relevant to the area(s) or unit(s) you are applying for
- digital literacy and experience working with tools such as Microsoft 365

Soft skills

- commitment to personal and professional growth combined with learning agility and intellectual curiosity
- self-awareness, pro-activity, flexibility and strong motivation
- commitment to ETF and EU values

ETF values

- ETF staff are expected to show accountability, innovation and creativity, integrity and respect, service orientation, and teamwork and collaboration

Your application

To be complete, your application must include, preferably in English:

- [Cover page](#), published together with the traineeship call, indicating the area(s) or unit(s) you are applying for and your motivation, saved as “*Name Surname CP*”
- Curriculum vitae: preferably in [Europass](#) format, saved as “*Name Surname CV*”

Apply now via the ETF website by navigating to the “about us” and then “vacancies” sections. Ensure that you submit your application by the closing date of 10 April 2026 at 23.59 (Turin time).

Please submit your application early. The ETF is not responsible for technical delays and will only consider complete applications submitted online by the deadline.

Timely and complete applications will be considered for the selection process.

Selection process

Board

The work and deliberations of the managers hosting the traineeship and/or delegated staff members are strictly confidential. Contact with board members is not allowed and may result in exclusion from the procedure.

Four consecutive phases

Phase 1 – Screening of applications against eligibility criteria

To be considered eligible, you must meet these criteria by the application deadline:

- 1 Nationality: Be a national of an EU Member State or [a country where the ETF works, excluding Belarus](#)
- 2 have recently completed (within 3 years by the closing date for applications), a university degree of at least 3 years
- 3 have a satisfactory knowledge of English, at least level B2 in all dimensions as per the Common European Framework of Reference for Languages (CEFRL)
- 4 have not benefited from any kind of traineeship or in-service training (formal or informal, paid, or unpaid) or any kind of employment (including work as an interim, consultant or expert) within a European institution, body, or agency

Applications meeting all requirements under the “Your application” and eligibility criteria move to the next phase. This phase is expected to take place in [April 2026](#).

Documents proving eligibility will be requested from selected candidates and assessed before the start of the traineeship

Phase 2 – Short-listing of applications: selection for interviews

The board will assess the applications based on the selection criteria. The most appropriate candidates will be invited to an interview. Only short-listed candidates will be contacted. This is expected to take place in [April 2026](#).

Phase 3 – Interviews

The board will assess the candidates’ skills, knowledge, and values through an interview. The interview will be conducted remotely and in English.

Upon completion of this phase, the board will present a proposal for a reserve list of the most suitable candidates to the ETF Director. This phase is expected to take place in [May 2026](#).

Phase 4 – Establishment of a reserve list

Having assessed the proposal made by the board, the ETF Director will establish the reserve list of candidates considered the most suitable for the traineeship.

The list will be valid until the launch of the next call. Inclusion in the list does not guarantee a traineeship.

Additional information

Check out the [Traineeship policy](#) for any further information.

The ETF is committed to accommodating the needs of applicants and selected candidates who may need reasonable adjustments. If you have a disability, please inform us at recruitment@etf.europa.eu and specify the arrangements or adjustments you may need to participate equally in the selection procedure. We may ask you to provide a certificate or a note from the competent authority (e.g. a medical certificate) confirming your condition.

Documents provided during the selection procedure will not be returned to candidates but kept on file at the ETF for as long as necessary and then destroyed.

EU legislation on personal data protection and confidentiality applies. More information is available in the [privacy statement](#) on our website.

Candidates who consider that their interests have been prejudiced by any decision related to the procedure can lodge a complaint following the instructions available on the [ETF website](#).