



TRAINEESHIP VACANCY NOTICE

REF: ENISA-STAGE-2021-02

The aims of the traineeship at ENISA are:

- To provide trainees with an understanding of the objectives and activities of ENISA.
- To enable trainees to acquire practical experience and knowledge of the day-today work of ENISA .
- To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To enable trainees to put into practice knowledge acquired during their studies, or professional careers.
- To provide the opportunity to work in a multicultural experience.

ENISA through its traineeship scheme benefits from the input of enthusiastic graduates who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of ENISA.

Every year the Executive Director shall decide the number of traineeships to be offered in each Unit, depending on the level of funds available and on the capacity of each Unit to accommodate trainees.

Traineeship at ENISA is addressed mainly to university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma or are at the beginning of a new professional career.

Common requirements:

- Trainees have to be nationals of a member state of the European Union or of the European Free Trade Association.
- Applicants must have completed a university level education of at least 3 years and obtained a full degree or its equivalent by the closing date of its applications. Please see Article 2 of Decision 92/2018 for minimum national qualifications required by the legislation in the country where the diploma was obtained.
- Very good knowledge of at least two EU languages, one of which should be the main working language of ENISA (English).

ENISA accepts applications for traineeships in the following areas:

A. Cybersecurity:

- Policy development and implementation
- Capacity building
- Operational cooperation



- Market, certification and standardisation
- Knowledge and information
- Research and innovation
- Awareness raising and education
- International cooperation

B. General administration and policy:

- General Administration
- Finance
- Human Resources Management
- Audit and Control
- Legal
- Information Technology
- Policy support
- Communications

1. Traineeship support within Cybersecurity:

- Support tasks in any of the cybersecurity areas covered by the Agency.
- Collect and correlate cybersecurity specific information.
- Analyse and assess of specific cybersecurity items based on open source intelligence.
- Drafting notes on cybersecurity topics.
- Assist in the organisation of events for the implementation of the ENISA work programme.
- Perform any other tasks according to the needs and priorities of ENISA.

2. Traineeship support within Finance:

- Assist in financial procedures, including public procurement.
- Support the organisation of data.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

3. Traineeship support within Human Resources Management:

- Support the HR processes.
- Support the organisation of data.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

4. Traineeship support within Audit and Control:

- Support internal audits and control activities.
- Support the organisation of data.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

5. Traineeship support within Legal:

- Support the legal activities of the Agency.



- Support the organisation of data.
- Support with drafting legal notes, decisions, rules, presentations etc.
- Perform legal research on topics related to Agency activities.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

6. Traineeship support within Information Technology:

- Support the IT functions of the Agency.
- Support the organisation of data.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

7. Traineeship support within Policy:

- Support with the analyse and drafting of policy documents.
- Support the organisation of data.
- Perform research on topics related to the Agency activities.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

8. Traineeship support within Communications:

- Support with communication activities.
- Support with organisation of events.
- Support internal communications and interactions with stakeholders.
- Perform any other tasks according to the needs and priorities of ENISA.

Starting date: The starting date of the traineeship will be determined by the Agency according to its needs and budget availability.

The traineeships are open for a period of 6 months with one possible renewal period of a further six months.

Only those applicants that have not participated in other traineeships organised by either the European Commission or any of the European Union Institutions or Agencies will be eligible to participate.

For an application to be valid candidates shall:

- Use the PDF application form related to the position you want to apply. The form is available on ENISA career website. The format of the PDF application must not be changed and filled accordingly to the instructions. The application must be submitted in English language, which is the working language of ENISA.
- Mark the application clearly as an application for a traineeship position and which profile you are applying.
- Send your application within the set deadline.
- Indicate in the subject: **SURNAME_NAME_2021_02**

Please note that you can only apply for ONE of the profiles advertised.

Incomplete or incorrectly filled applications will be disqualified and treated as non-eligible. Applicants that do not meet the eligibility criteria will not be considered in the assessment process.



Due to the large volume of applications, only applicants short-listed for interview will be contacted further.

ENISA accepts applications for this call on a rolling basis.

The final deadline for the submission of applications: 30/05/2022 at 16:00 CET.

It is expected that interviews will be carried out by phone or video conference.

The monthly traineeship grant available to trainees will be €1.100 per month. Trainees will be required to hold health insurance. ENISA does not provide social or health insurances to trainees. Some additional assistance to cover travel costs may be made available and will be considered in line with the Traineeship Rules, Article 12.

The rules governing the traineeship scheme of the European Union Agency for Cybersecurity (ENISA) can be found in the Executive Decision (ED/92/2018) published on the ENISA website¹.

¹ <https://www.enisa.europa.eu/recruitment/working-for-enisa/traineeship>

