50 YEARS
SHAPING LEARNING AND
SKILLS FOR EUROPE

CEDEFOP
European Centre
for the Development
of Vocational Training

TRAINEESHIPS 2025

DEPARTMENT FOR VET AND QUALIFICATIONS (DVQ)
PROJECT 'REFERNET'

Ready to kick-start your career in an international environment?
Cedefop, the EU agency based in Thessaloniki, offers **10-month traineeships** starting on **1 October 2025**.
Apply by Thursday 5 June 2025 at 13:00 Greek time (CET+1)!

WHAT ARE THE SELECTION REQUIREMENTS?

ELIGIBILITY:

You must fulfil all the following requirements on the closing date for applications:

- Be nationals of the Member States of the European Union or be EFTA citizens.
- Have successfully completed a post-secondary education of at least 3 years (minimum EQF 6 level): this includes Bachelor's degree, Master's degree, PhD, or equivalent qualifications; obtained within 3 years by the closing date for applications.
- Have at least C1 level of English.
- Have not already benefited from any kind of traineeship or employment (formal or informal, paid or unpaid) within a European institution or body for more than 6 weeks.

ESSENTIAL PRESELECTION CRITERIA:

- One of the qualifications above preferably (but not limited to) related to business/public administration, humanities, architecture, communication studies, or social sciences.
- Digital literacy and very good knowledge of MS Word and Excel.

DESIRABLE:

- Critical, analytical and synthetic skills.
- Ability to work independently and to show great attention to detail.
- Experience in teamwork.
- Knowledge of research methodologies and AI tools for data research and content analysis.
- Exposure to managing a project or a network with several members.
- Experience in preparing reports and short analytical extracts (preferably related to comparative education/vocational education and training policy).
- Use of mainstream social media.

IS THIS TRAINEESHIP FOR YOU?

We offer you a unique opportunity to join our team and contribute to our projects, with the support and guidance of a dedicated supervisor throughout your traineeship.

PROJECT DESCRIPTION:

ReferNet is Cedefop's network of 29 partner institutions across the EU, Iceland, and Norway, providing high-quality, first-hand information on national VET systems, policies, skills, and qualifications. With around 260 experts, partners offer insights into VET's governance, role, and evolving trends, supporting European policy implementation. Their contributions feed into Cedefop tools (e.g. VET in Europe database and Timeline of VET policies in Europe), publications (e.g. Short descriptions and Spotlight on VET flyers), videos, and 29 national websites helping disseminate relevant VET knowledge in national languages.

MAIN DUTIES AND LEARNING OUTCOMES:

As part of a four-member team, you will support the animation and engagement of the ReferNet community, monitor the implementation of the annual workplan, and contribute to communication strategies and digital campaigns. Tasks include contributing to the network's social media presence, proposing ideas to enhance its reach, and assisting with the organisation of webinars, workshops, and meetings. You will also help document procedures, support network management and assist in the collection and analysis of both qualitative and quantitative data using advance research methods and AI tools.