

THE GREEN BOOK

An Irish Trainee's Guide

European Movement Ireland

2026-2027 Volume

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Welcome to The Green Book

Welcome to the 2025/2026 Volume of European Movement Ireland's 'The Green Book'.

At European Movement Ireland, we are committed to building a pro-EU public movement, so that Ireland continues to contribute to a peaceful, progressive, and democratic EU with economic and social benefits for all. For more than 70 years, European Movement Ireland has worked to strengthen the connection between Ireland and the European Union. As we look ahead to next year's Irish EU Presidency, our role as a bridge between the European Union and citizens is more important than ever. As the longest established EU related NGO in Ireland, our experience has shown that Irish people bring a unique perspective on European issues and have a huge impact while working within the EU.

The Green Book is one of our most popular publications here at EM Ireland. It is also a hugely important part of our EU Careers campaign, which aims to make Irish students, graduates and jobseekers more aware of the career opportunities available in the EU, and provides encouragement, guidance and useful advice to help them find and get the position they want.

In the EM Ireland office, we consistently receive encouraging feedback from people that have benefited from the information and advice in The Green Book. This little book has continuously grown and evolved to meet its reader's needs, to reflect the reality of the job scene, and to highlight new career and traineeship opportunities that arise.

Above all else, we hope this guide encourages you to dip your toe in European waters. The staff of EM Ireland are here to help along the way so don't hesitate to call on us – we would be delighted to guide you through the resources available while you pursue an exciting career in the EU. And you don't just have to take our word for it.

In conclusion, we want to wish you every success on your path to a European career. At EM Ireland, we very much hope that the information contained in these pages will make your career endeavors a little bit easier. We also hope that you will fully benefit from all the advantages of living and working in the EU system, from the networking opportunities to the after-work social scene! To get in touch with us, to learn more about our EU Careers in campaign or to enquire about the benefits of student/stagiaire membership of EM Ireland, please visit our website at www.europeanmovement.ie or drop us a line at eucareers@europeanmovement.ie.

Team European Movement Ireland



Forewords



Minister of State for European Affairs and Defence Thomas Byrne TD

I strongly welcome the publication of the 'Green Book' by European Movement Ireland.

As Ireland looks forward to our Presidency of the Council of the EU, the Government of Ireland wants to ensure that our talented and capable people are available, prepared and motivated, to join the EU public service in the years ahead. A strong EU public service is essential to making the European project work for all its citizens.

As well as representing the people of Ireland, Irish officials working in the EU institutions bring the perspective of Ireland to the policymaking process, and they ensure that EU policymaking takes different viewpoints and political sensitivities into consideration. It is of benefit to Ireland to have more people working in our EU institutions who know and understand our country.

Under the 'A Career for EU' strategy, which I launched in 2021, we want to increase the number of Irish people working in the EU. Government support is available, under the strategy, to Irish candidates applying for permanent careers in the EU. This includes practice computer-based tests in all EU languages and access to tailored training for subsequent elements of recruitment competitions, including interviews and presentations.

In terms of progressing your EU studies, I want to take this opportunity to recommend applying for the scholarships offered by the Government, via European Movement Ireland, to the College of Europe in Bruges, Natolin and Tirana. Further details on both supports and scholarships can be found at https://ireland.ie/en/eu-jobs/ or you can contact the EU Jobs team with queries by emailing eujobs@dfa.ie.

For those seeking to begin an EU career, the 2025/2026 volume of The Green Book from European Movement Ireland acts as a valuable guide for Irish people considering a traineeship and taking their first steps towards a career in the EU. It is also essential reading for those looking to turn your traineeship into a long-term contract.

I wish you the very best of luck in your EU journey.

Thomas Byrne TD
Minister of State for European Affairs and Defence

European Commissioner for Democracy, Justice, the Rule of Law and Consumer Protection Michael McGrath



Is cúis mhór áthais dom fáilte a chur romhaibh chuig an Leabhar Glas agus sibh ag tabhairt faoi aistear nua sa Bhruiséil agus níos faide i gcéin.

It is a great pleasure to welcome you to the Green Book as you pursue a new adventure in Brussels and beyond.

The value of the Green Book lies in its ability to empower students, graduates and early-career professionals with the necessary knowledge and resources to take the first step towards a career in the EU. This is vital since young people bring an innovative, energetic and forward-looking perspective to the EU's institutions and agencies. By embracing these opportunities, you will not only shape your own future but also contribute to the development of the European project.

European Movement Ireland has long been instrumental in helping young people kick-start their European career. Their Irish and Brussels branch connects the Irish community and organises informative events. Their EU Careers Hub brings exciting opportunities directly to those seeking to get involved. And their podcast, newsletter and policy briefings keep us informed on European affairs. I would encourage you to make use of these resources, to consult the Green Book for advice, and to challenge yourself and step outside your comfort zone when seeking a career in the EU.

Europe is also home to great linguistic diversity with the Irish language holding full status as an official language of the EU. This presents a unique opportunity to not only use Irish but to showcase its richness, depth and distinctiveness.

Ireland has played a leading role in shaping the EU for over 50 years, and the Irish Presidency of the Council of the EU in 2026 will be a moment to display Ireland's culture and history, to highlight the Irish contribution to building the European Union of today and to strengthen the ties between Ireland and Europe – so now, is a good time to think about your career in the EU.

Go n-éirí go geal libh agus ná déan dearmad – ní neart go cur le chéile.

Michael McGrath
European Commissioner for Democracy, Justice,
the Rule of Law and Consumer Protection

Brussels Connection

Twice a year, EM Ireland holds a Brussels Connection event for the Irish network in Brussels. This event is a great way for new trainees to network with the EM Ireland community in Brussels. We hold these events every May and November to coincide with the new intake of trainees. For more information contact eucareers@europeanmovement.ie.



EM Ireland Brussels Connection event in May 2023.

Join European Movement Ireland

European Movement Ireland is a membership organisation and is open to any individual or organisation that supports our mission to develop the connection between Ireland and Europe.

Whether you are a student looking to start a career in the EU, a business or NGO that wants to deepen your organisation's understanding of the EU Institutions and how you can work with them, or an individual with an interest in European affairs we have a membership package for you. For more information on membership visit: europeanmovement.ie/membership

Keep in touch with us!

Subscribe to our weekly Jobs List to get the most recent job and traineeship opportunities straight to your inbox or our Friday morning policy briefing update, the EU Inside Track to keep up to date with the key developments in Brussels, Strasbourg and beyond.

Acknowledgements

At EM Ireland we are extremely proud of this little Green Book and we make sure that a huge amount of time and effort goes into updating, fact checking and designing each volume so that the information in these pages is as up-to-date and readable as it can possibly be. To that end, we owe our sincere thanks to the following for all their help, knowledge and support:

- Thanks to Noel Clehane, inaugural chair of European Movement Ireland Brussels Branch, BDO, for all his work and support for the The Green Book over the years;
- David Garrahy, Chairman of the EM Ireland Brussels Branch and the Branch Committee;
- European Movement Ireland stagiaires past and present;
- The Department of the Taoiseach, the Department of Foreign Affairs and Trade, and the EU Jobs team;
- The Office of the Minister of State for European Affairs;
- The Permanent Representation of Ireland to the EU.

All of the stagiaires who have passed through the doors of the European Institutions and Agencies in Brussels and beyond, and everyone who has taken the time to share their traineeship experiences and stories with us – thank you for your insight, wisdom and honesty.



Chapter 1:

Getting There

What is a stage?

Stage/stagiaire is French for traineeship/ trainee. In Brussels, you'll often hear the French terms being used in place of the English.

A stage is a traineeship that usually lasts an average of between three and six months. Depending on the credentials of the stage in question, it's an opportunity to gain valuable experience at the start of your career, and is often seen as a rite of passage to the world of work in Brussels.



The following pages give details of the stage programmes in the major EU Institutions and Agencies, as well as information on opportunities in some other organisations. As you begin your search for the perfect stage, it will be useful to bear the following points in mind:

- All application processes are different. Apply for as many stages as possible to be in with the best chance of finding a position, but remember to tailor each application to the programme or organisation in question. The main EU Institutions receive thousands of applications for each stage intake and have a limited number of spaces. Even the smaller, lesser-known organisations can be inundated with applications. One small spelling mistake can be the difference between an offer and a rejection.
- Don't let the high levels of competition put you off. Yes, there is big demand for many of the stage programmes, but this shouldn't stop you from applying. Think of it this way: there have only ever been eight people to hold the post of Secretary General of the European Commission and two have been Irish – David O'Sullivan and Catherine Day!
- Don't worry too much about language, although it's worth making the effort. Brussels is full of people who speak countless languages perfectly. This can be daunting at first, but you will soon learn that native English speakers are very useful to have around an office. While English is the unofficial 'lingua franca' of the Eurobubble, giving native English speakers a bit of an advantage, it is still worth learning or practicing French to get around the city. Also, many employers, especially the EU Institutions, look for traineeship and job candidates with knowledge of more than one language.

- Speaking of languages, many of the language eligibility requirements for traineeships refer to the Common European Framework of Reference for Languages (CEFR). So if you see 'C2 French required', or 'minimum level of B2 German necessary', that's a CEFR standard! For more information on how to assess your own language abilities via CEFR.
- There are hundreds of European stage opportunities - more than will fit in this book. Just because a company or organisation is not included in this guide doesn't mean that they don't accept trainees. Many small offices recruit stagiaires so it's always worth sending a speculative application.
- Keep an eye on the European Movement Ireland website – Our website and social media accounts are regularly updated with details of the latest European stage opportunities. We also have a weekly Jobs & Traineeships list which you can sign up to on our website.
- You can't do multiple stages. Well, not with the EU Institutions and Agencies at least. You will be ineligible for most Institutional stage positions if you have already done more than six weeks work with a different EU Institution (or Agency or Delegation or with an MEP, etc.). You get one good shot at an EU stage so make it count!

Writing your CV and Cover Letter

What is a Cover Letter?

A cover letter is a motivational letter that accompanies a CV and any other supporting documents in a job application. The purpose of a cover letter is to bring added value to your CV and make the employer want to meet you.

This is your chance to sell yourself and stand out from other applicants. It's probably the first thing a potential employer will read, so it's worth putting in the time and effort to make a good impression. A well-written cover letter will increase your chances of being called for interview.

The first paragraph should specify why exactly you want to work for the particular organisation. In the second paragraph you should discuss the personal motivation behind your application. Why is it that you are the best and most qualified person for the job? What will you bring to the position? The final paragraph should include details of how to contact you for interview.

Tips for a Successful Cover Letter

- Always address your letter to a named individual. If you don't know the name of the relevant person, you can call the organisation to find out. Your initiative will be

appreciated.

- Spend time researching the organisation and show that you have knowledge of their work, values and achievements. Explain how your experience will benefit the organisation.
- Describe how your skills and experience match the job advertised. Illustrate them using specific examples.
- Expand on relevant parts of your CV to support your application.
- Mention how the position would add to your long-term career goals.
- Avoid using stock sentences and generic phrases.
- Keep it brief and concise. A cover letter should not exceed one A4 page.
- Always check for spelling mistakes.
- Ask someone to proofread your cover letter before sending it. They might have some useful feedback.

Tips for your CV

- Tailor your CV to each application, including the information most relevant to the position and editing out anything less relevant.
- Keep your potential employer in mind as you write your CV. Pepper your application with keywords from the organisation's website and job description.
- Use active verbs such as "develop", "manage" and "create" and avoid using long, cumbersome sentences.
- Keep your CV short and to the point. It should not exceed two A4 pages.
- Be sure that your CV is clearly laid out. Use bullet points to make reading easier for the employer.
- Don't cram the pages with information. Leave some clean space.
- Be consistent in your style. Fonts and headings should be in the same format.
- As in the case of your cover letter, check your CV for spelling mistakes, and ask someone to read over it before sending off your application.

Europass

Europass documents have been designed so that your skills and qualifications can be easily understood throughout Europe. From time to time, stage or job applications will specifically request a "Europass CV". It is essentially your "pass" into the working world of the EU.

Who should I contact if I need more information about Europass?

You can contact the Irish National Europass Centre for more information, or visit their website europass.ie

Stage Application Opening Dates and Deadlines

November 2025 – December 2026

(Dates are subject to change, please always refer to the institution website)

November 2025	
30 November	Deadline for European Court of Auditors stage applications (March 2026 stage)
January 2026	
3 January	Applications for European Economic and Social Committee stage open (Autumn 2026 stage)
6 January	Applications open for the Committee of the Regions stage (Autumn 2026 stage)
February 2026	
1 February	Applications for European Court of Justice stage open (September & October 2026 stage)
11 February	Applications open for Council of the EU traineeship (September 2026 traineeship)
16 February	Applications for European Commission Blue Book stage open (October 2026 stage)
March 2026	
16 March	Deadline for European Commission Blue Book stage applications (October 2026 stage)
31 March	Deadline for European Economic and Social Committee stage applications (Autumn 2026 stage) Deadline for Committee of the Regions stage applications (Autumn 2026 stage)
March	Deadline for Council of the EU traineeship (September 2026 traineeship)
April 2026	
15 April	Deadline for European Court of Justice stage applications (September & October 2026 stage)
April	Applications for European Court of Auditors stage open (September 2026 stage)

May 2026	
1 May	Applications for European Parliament Schuman Stage open (October 2026 stage)
31 May	Deadline for European Parliament Schuman Stage applications (October 2026 stage)
May	Deadline for European Court of Auditors stage applications (September 2026 stage)
July 2026	
1 July	Applications for European Court of Justice stage open (March 2027 stage) Applications for European Economic and Social Committee stage open (Spring 2027 stage) Applications for Committee of the Regions stage open (Spring 2027 stage)
15 July	Applications for European Commission Blue Book stage open (March 2027 stage)
August 2026	
29 August	Deadline for European Commission Blue Book stage applications (March 2027 stage)
September 2026	
15 September	Deadline for European Court of Justice stage applications (March 2027 stage)
30 September	Deadline for European Economic and Social Committee stage applications (Spring 2027 stage)
September	Applications open for Council of the EU traineeship (February 2027 traineeship)
October 2026	
1 October	Applications for European Parliament Schuman Stage open (March 2027 stage) Deadline for Committee of the Regions stage applications (Spring 2027 stage)
31 October	Deadline for European Parliament Schuman Stage applications (March 2027 stage)
October	Applications for European Court of Auditors stage open (March 2027 stage)
November 2026	
November	Deadline for European Court of Auditors stage applications (March 2027 stage)

EU Institutions

The European Commission (EC)

Brussels, Belgium; Luxembourg and the European Commission Representations around Europe

The European Commission stage programme is the biggest and probably best-known initiative of its type in the European Institutions. There are two traineeship periods: one in summer (1 March – 31 July) and one in winter (1 October – 28 February). The programme lasts five months and is highly competitive. Of the approximately 15,000 applications received for each traineeship period, around 1,800 people are selected. Of this group, approximately 15 are Irish.

There are two types of traineeship in the Commission:

1. Administrative Traineeship
This is the stage in which the majority of people will participate. Opportunities are available in all Directorates-General and services of the European Commission (these are the Commission's 'departments', similar to the various departments in the Irish civil service, e.g. Department of Finance/Agriculture/etc.), including the Cabinets of the Commissioners.

2. Translation Traineeship
The translation traineeship is with the Directorate-General for Translation (DGT), and has a different application process to the Commission's main administrative traineeship.

Paid?
Yes. The grant is around €1,493.36 per month, although this figure is subject to change. In addition, travel expenses to and from Brussels at the beginning and end of the stage are usually covered.

Eligibility Criteria

Please see the eligibility criteria here.

The traineeship programme is open to university graduates who:

- Have a university degree or equivalent, of at least 3 years of study, corresponding to a complete cycle (Bachelor's);
- Have a very good knowledge of two EU official languages, one of which must be a working

language: English, French or German at C1 or C2 level as per the Common European Framework of Reference for Languages and a second one at B2 level. For non-EU nationals, only one procedural language is required at C1 or C2 level.

- Have no prior work experience of any kind, in excess of 6 weeks in any EU institution, body or agency, EU delegations, with Members of Parliament (MEPs) or Advocates General at the European Court of Justice.

Translation Trainees

If you apply for a translation traineeship (in the Directorate-General for Translation) you must be able to translate into your main/target language (normally your mother tongue), from two other official EU languages (source languages).

- Your main/target language must be one of the official EU languages
- Your first source language for translation must be a working language of the EU: English, French or German (C level or mother tongue)
- Your second source language can be any of the official EU languages with at least B2-level proficiency

Application Process

Note: You can only apply for one type of traineeship per cycle (either the administrative traineeship or the translation traineeship).

1. Create an account and fill in the sign up form
    - Create an account
    - Fill in the Sign Up form
    - Click the Submit button
    - Check your email account (check the spam folder too).
    - In the email, click on the link to create your password
    - Click on Proceed to go to the Application for
    - Fill in and submit the application
2. After the deadline has passed successful candidates are contacted to upload supporting documents.
3. Commission departments review the Blue Book database and choose their stagiaires.
4. Applicants are notified if they are successful.

The majority of people who apply to the European Commission stage programme have qualifications in law, politics, international relations and economics. That said, the Commission is also looking for people with qualifications in other fields ranging from aerospace engineering to sports management and nursing.

Useful Websites:

For more information on stages in the Commission, and to view the online application form, visit their website. Find the answers to frequently asked questions about the traineeship application process here.

What is the Blue Book?

The Blue Book is a large database containing information on all the people who have advanced to the second round of the European Commission's traineeship application process. Commission officials will look through this database to get an idea of your academic background, language skills and interest areas. Based on this information they will decide if you are suited to working in their department.

I'm in the Blue Book: What Next?

You may be contacted (or not) by one or several Commission Directorates-General (DGs), Services or agencies. The recruiting DG/Service/Agency is informed of the order of preference of DG/service/ agency you indicated in your application. Should more than one DG/service/agency express their wish to select you from the Blue Book, preference will be given according to the order you indicated in your application.

Candidates who succeed and make it to the Blue Book will receive a list of contact details from DGs/services/agencies, willing to accept enquiries from trainees. It is left to the discretion of trainees to make contact with these DGs/services/agencies or not.

Joint Research Centre (JRC)

The mission of the European Commission's JRC is to support EU policies with independent evidence throughout the whole policy cycle. Located across five different countries, the JRC hosts specialist laboratories and unique research facilities and is home to thousands of scientists working to support EU policy.

There are two types of traineeship:
- training related to the preparation of a thesis for a university degree;
- training after university education within five years after the last university degree.

The traineeship is generally hosted in the JRC office in Brussels, Belgium and lasts three to five months.
Website: ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees

If you're interested in hearing from someone with first-hand experience, email us at eucareers@europeanmovement.ie. In the meantime, you can read these testimonials from some former stagiaires:

European Commission Traineeship Testimonials

Cian, Legal Service, European Commission

"The service has traditionally been very Francophone – though it varies from team to team – but don't let the language thing worry you. They are happy to have native English speakers and proofreading will probably be a big part of your job. Also, in my team at least, while meetings are nominally run in French, the administrators will respond in either English or French, whichever they feel more comfortable.

There is 5-a-side football every Thursday in a local sports hall for which there is a longstanding tradition that stagiaires do not have to pay to play but are supposed to run more and score more goals. The service tries to ensure that everyone gets to a hearing in Luxembourg. It's three hours away, and trains conveniently run from Schuman. Your trip will be completely reimbursed by the Commission (including a hotel) and you are entitled to an extra €90 as expenses on the trip. If you go a second time you have to pay for everything yourself."

Peter, DG ECFIN, European Commission

"DG ECFIN is in Beaulieu, a Commission complex situated in a quiet southwestern suburb of Brussels. When they were constructed, the initial intention was to use some of the buildings for a shopping centre, but that fell through and the buildings were converted for use as office space. Beaulieu is largely closed plan and many stagiaires can expect to have their own office or share with just one person.

Although Beaulieu is located a considerable distance from the city centre and the European district, there are excellent transport links which mean that stagiaires located there need not be isolated from the larger Schuman/stagiaire community. The primary metro connection to Beaulieu is the Number 5 Metro Line (direction Herrmann-Debroux – if you are leaving from anywhere other than Hermann-Debroux). Although there is a stop named Beaulieu, depending on your building, it may actually be quicker to access the offices from the Demi metro stop.

For those working in Beaulieu, the radial pattern of the public transport system does mean that the choice of location for accommodation is very important as changing metros or buses can be time consuming and annoying. So, if you're based in Beaulieu, it's better to live somewhere serviced by the Number 5 Metro Line or a bus service that goes there. Thus, the city centre areas, and those around Place Flagey, are best

due to their proximity to Brussels' various amenities and direct stops at Delta which is one stop before Beaulieu and is walkable. Not many stagiaires choose to live in Beaulieu itself."

Emilie, DG JUST (formally DG JLS)
"DG Justice, Freedom and Security (or JUST as it is most commonly known) is situated right beside Place Luxembourg. Though not in the true EU epicentre (eg Schuman), there is plenty going on around the building that allows you to still feel in the heart of EU Affairs. With the Parliament a stone's throw away, and the common watering hole of European functionaries (Plux) 1 minute from the exit, DG JUST is ideal for any stagiaire.

With Justice, Freedom and Security constantly growing in importance in the EU, you are sure to find JUST very interesting and fast paced. Since the DG is not so large, the stagiaires are given a lot of responsibility and are included in their units' work at all times. Stagiaires tend to share an office with another stagiaire but you can also be lucky to get your own, depending on space in your particular unit. Another bonus of a smaller DG is that all functionaries seem to know each other quite well, which creates a very close knit and sympathetic work environment.

Though there is no canteen in DG JUST, the Research canteen further up Rue Luxembourg is close by and most stagiaires tend to congregate there at lunchtime. The Berlaymont and the Council are only about a 10-minute walk which is quite handy if you have any business to do around Schuman.

Both French and English are spoken in the DG with the division seeming to be equal. All unit meetings seem to be held in both languages depending on the speaker's preference. The DG also organises Yoga and Pilates classes twice a week which is a nice way to meet other stagiaires and functionaries. The stagiaires also organise football, teaming up with another DG such as RELEX.

Regarding transport, the closest metro station is Trone, though there are also plenty of buses stopping at Place Lux. If you are lucky enough to live in Ixelles or Etterbeek, the DG can be walking distance away which is of course beneficial to your morning routine!

All in all, DG JUST is a very motivating and fast paced environment. All the projects that are going on are vital for the development of Justice, Freedom and Security so you can be guaranteed to be working in areas that are constantly in the news. This can make you feel like you are really doing something in the world of the European Union."

The European Parliament (EP)

Brussels, Belgium; Strasbourg, France; Luxembourg and the European Parliament Information Offices around Europe

There are three main types of traineeships associated with the European Parliament:

1. Traineeships in the General Secretariat;
2. Traineeships in the Political Groups;
3. Traineeships with MEPs.



Paid?

All trainees receive a monthly allowance from the European Parliament, ranging from €1,667 per month for full-time contracts.

1. General Secretariat

Within the General Secretariat of the Parliament, there are a number of traineeship options. Full details regarding eligibility requirements, payment, deadlines and stage duration are available on the Parliament Traineeship website.

a) Traineeships for university graduates (Robert Schuman traineeships)

These paid traineeships are awarded for a period of five months (March to July and October to February).

Applicants to a Schuman traineeship must:

- be aged over 18 or over;
- be nationals of a Member State of the European Union or an accession/candidate country (a very limited number of traineeships to nationals of other countries can also be offered);
- hold a university level diploma;
- have a thorough knowledge of one of the official EU languages and a very good knowledge of a second (citizens of non-Member States must have a very good knowledge of either English, French or German);
- provide an eligible criminal record;
- not have worked, or have benefitted from any other type of traineeship, for more than two consecutive months in an EU institution, body or agency;
- not have carried out a study visit at the Secretariat of the European Parliament six months prior to the beginning of the traineeship.

b) Positive Action Scheme for Trainees with Disabilties

The inclusion of persons with disabilities is a priority of the European Parliament. In addition to the possibility of being recruited under the general selection procedure for Schuman trainees, persons with disabilities now have a greater opportunity to take part via the Positive Action Scheme for trainees with disabilities.

Persons who have a long-term physical, mental, intellectual or sensory impairment of at least 20% can apply to this programme. Shortlisted candidates from the Positive Action Scheme who meet the general eligibility criteria for a Schuman traineeship may receive an offer for a traineeship, once the European Parliament's Medical Service confirms, that they have a disability as described above.

Successful candidates may receive an additional payment of up to 50% of the Schuman trainees' monthly grant, to compensate for additional costs incurred.

Candidates that wish to be considered for the Positive Action Scheme for trainees with disabilities must apply for a Schuman traineeship via the relevant application page.

Note: every year, 21,000 people apply for traineeships at Parliament. Only 900 are taken! Make sure your application is fully completed and as good as it can be before you submit it.

c) Schuman Recruitment and Development Programme

The Schuman Recruitment and Development Programme is a programme which provides for a number of high performing Schuman trainees to continue working for Parliament as staff members, following the successful completion of their traineeship. High performing Schuman trainees - endorsed by their hosting Directorate-General - will be invited to sit a series of tests aimed at examining candidates' competences, motivation, and suitability to work in the European Parliament. A final list of 25 trainees, who succeeded the selection procedure, will be drawn up for each traineeship period (two times per year). The successful candidates' names will remain on the pool list for a period of one year.

The Schuman Recruitment and Development Programme is open to Schuman trainees working in the European Parliament. Candidates may be recruited as contract agents. The European Parliament's recruiting services will regularly consult this list when looking to

recruit contract agents. There is no recruitment obligation on the European Parliament at the end of the selection procedure.

Visit the Traineeships page of the European Parliament website for full information on all of the above opportunities.

2. Political Groups

There are eight political groups in the European Parliament. They all have different systems and policies for stagiaire recruitment. The best thing to do is contact them directly about upcoming opportunities in the Group and also in the Party HQ.

Below is a list of the groups and their websites:

- European Conservatives and Reformists Group
- European Peoples Party
- Europe of Sovereign Nations Group
- The Left group in the European Parliament
- Greens/European Free Alliance
- Patriots for Europe
- Progressive Alliance of Socialists and Democrats
- Renew Europe

Learn more about the European Parliament political groups and how they relate to the Irish national political parties here.

3. MEPs

Individual MEPs choose their own trainees as they need them. It's advisable to start looking within you own constituency/country, though you could apply for a position in any office, regardless of the MEP's nationality. You could look at the Members of the different European Parliament Committees to see which MEPs are working on the policy issues you're interested in. You can find a list of the Irish MEPs here.

Apply in August to maximise your chances of success. The rules about traineeships with MEPs are changing. Keep an eye on the European Parliament website for updates.

European Parliament Traineeship Testimonials

Ciara, MEP Office
"I completed a traineeship in the office of an Irish MEP. This type of traineeship is different to the more structured traineeship programmes in the Parliament. MEP trainees are hired directly by the MEP, rather than by the Parliament. Every MEP decides whether or not they accept trainees, and if they do, when and for how long they take them on, and if they pay them or not.

This means that you may or may not be there at the same time as the trainees on the official programme of the Parliament's General Secretariat. However, because there are so many trainees floating around in the various different parts of the building, there's plenty of opportunity to mix and make friends and contacts. The European Parliament Stagiaires Association organises plenty of social events and conferences. The paintballing tournament against the Commission was one of the highlights during my time here!

My work was really varied and interesting. One moment I'm dealing with constituent queries and the next I'm researching policy. The Brussels job market may be competitive, but anyone I've met who was really determined to stay has found a way."

Noelle, Legal Service, European Parliament
"When you arrive in to work for the Parliament, your first impression of working here is the information meeting that's held in the morning. It can be quite daunting listening to how to register yourself as a tenant etc.

After the information meeting, we are told to go and find our supervisors, cue everyone getting lost, everyone asking everyone else where you are meant to go and then getting even more lost. So eventually you find your supervisor and your office and all is well!

The next daunting step is the canteen. I think most stagiaires have the same experience with the canteen... first of all you, again, get lost both trying to get there and trying to get back. Then you have massive queues, and the horrible job of trying to find a seat! Don't worry, it all gets better. The longer you are there, the more you develop a talent for being able to arrive in the canteen, have your food chosen and paid for within ten minutes. One thing that helps is looking up the menu before going down!
There are not as many stagiaire parties organised in the Parliament as there are in the Commission, but don't worry there are still plenty of parties. Also Pullmans on Place Lux will become your local.

Although, make sure your entire stage does not consist of after work drinks in Pullmans and then house parties at the weekend. It is so easy to get caught up in the European bubble, so do try and explore some of the good bars that Brussels has to offer, including those which aren't located on Plux!

As part of your stage you get to go to Strasbourg for a week which is a great experience. Most of us went to the December session which was good because the agenda was interesting and we also got to see the Christmas markets as well. Note that in the Parliament you also get a half day on Fridays which is nice!

A good idea is to organise the transport yourselves as it is more fun and cheaper than getting the train. We hired mini-vans and then booked a hostel outside the city so the trip was very reasonably priced. Due to the fact the Christmas markets are on, the accommodation in Strasbourg gets booked up extra fast for December. If you organise it right, then renting mini-vans and staying in a hostel that is not in the centre of strasbourg, will save you a lot of money. We stayed in the hotel Formule 1, Rue De La Gare, 67700 Monswiller. We rented an Opel Vivaro mini- var for eass from Budget Rent a car Avenue Louise 41, 1050 Brussels.

The stage in the Parliament is a truly enjoyable experience, it is tremendous fun you work with people of all different nationalities, and the work is diverse and interesting. Enjoy it!

- Noelle, Legal Service, European Parliament

The Council of the European Union

Brussels, Belgium

The Council of the European Union is the Institution that shares legislative powers with the European Parliament. It represents the executives of Member States. A government minister from each country attends Council meetings. The Minister in question is decided by the topic being discussed. For example, if the meeting relates to agriculture, Ireland's Minister for Agriculture, Food and the Marine will attend. Meetings are chaired by the country that holds the Presidency of the Council, which is held for 6 months by each country on a rotational basis. Ireland last held the Presidency from January to June 2013, and will hold it again from July to December 2026.

There are two types of traineeship in the General Secretariat of the Council (GSC):

- paid traineeships;
- traineeships reserved for students of national administration schools.

There are two five-month traineeship periods: 1 February to 30 June, and 1 September to 31 January. The Secretariat receives about 4,000 applications each year for the 100 available paid traineeship places . Each type of traineeship has its own application procedure and deadlines.



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Paid?

Paid trainees receive a monthly grant of €1,476.34, a GSC restaurant reduction card and travel allowance.

Note: If you are selected you will be asked to supply several supporting documents (including copies of your diplomas or official certificates, copies of attestations of your professional experience and proof of your language knowledge). It's best to have them ready in advance.

Eligibility

- You must be an EU citizen or a citizen of a candidate country that has concluded EU accession negotiations;
- For paid traineeships, you must have recently graduated from a university or equivalent higher-education establishment and have a degree certificate or equivalent;
- A good knowledge of English or French is required (at least level C1 according to the Common European Framework of Reference for Languages);
- **Very good knowledge of at least two EU official languages**
- **Those seeking to apply to the Positive action programme for People with disabilities must have at least a third year student of a university/college.**

Applications will not be accepted from candidates who have already benefited from any kind of training (paid or unpaid) or employment for more than six weeks within an EU institution, body, agency or office.

Application process: The online application is available here and you can find a FAQ document here.



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European Court of Justice (ECJ)

Luxembourg

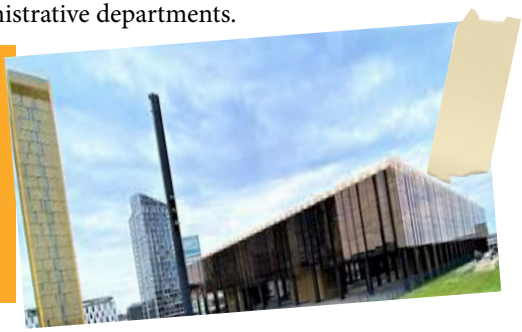
The job of the European Court of Justice is to make sure that EU legislation is interpreted and applied in the same way in all EU countries, so that the law is equal for everyone. It ensures, for example, that national courts do not give different rulings on the same issue. The Court also makes sure that EU Member States and Institutions do what the law requires. The Court has the power to settle legal disputes between EU Member States, EU Institutions, businesses and individuals.

Every year, the Court of Justice offers a limited number of paid traineeships lasting a maximum of five months in the chambers of Members of the Court of Justice and the General Court and in the administrative departments of the Court. Traineeships are generally undertaken in the Directorate-General for Translation, the Research and Documentation Directorate, the Communication Directorate, the Protocol and Visits Directorate, the Office of the Legal Advisor for Administrative Cases, the Registry of the General Court or the Interpretation Directorate (here traineeships are of a ten to 12 week duration).

There are two traineeship periods: from 1 March to 31 July and from 16 September to the end of February for the traineeships in the Members' chambers and 1 October to the end of February for the traineeships in the administrative departments.

Paid?

The grant paid is €1,618 per month and a contribution of 150 towards travel costs is paid to trainees whose place of residence is located 200km or more from the Court of Justice of the European Union.



Eligibility

The traineeships are open to candidates holding a university degree awarded following at least three years' study.

They last three to five months and may take place in the Chambers of the Members of either court (the Court of Justice or the General Court) or in the administrative departments of the Court, in one of the following areas:

- Judicial affairs
- Administration
- Communication
- IT and new technologies
- Legal translation
- Legal research

European Central Bank (ECB)

Frankfurt, Germany

The ECB is the central bank for Europe's single currency, the Euro. The ECB's main task is to maintain the euro's purchasing power and thus price stability in the Euro Area. The Eurozone is made up of 20 Member States.

ECB traineeship vacancies are published on their website as they arise during the year. As there are no fixed application dates, it is recommended that applicants register on the ECB's website and they will contact you if a position becomes available.

The ECB also offer a Graduate Programme, aimed at attracting talented recent graduates with a postgraduate degree, preferably a PhD, in one of a broad range of disciplines and a keen interest in central banking. The two-year programme gives participants valuable work experience and an insight into the ECB's tasks and working methods. More information on eligibility requirements and the application process is available here.

Paid?

A trainee grant is the exact amount of €1,170 per month. The trainee grant is increased to €2,120 per month for trainees who have completed at least two years of PhD study

Eligibility

Candidates should:

- be at least 18 years old;
- be a national of a Member State of the EU or of an acceding country;
- have completed at least a first cycle
- qualification (bachelor's degree);
- be fluent in English and in another
- official language of the EU.

Following their most recent qualification candidates should:

- have a maximum of 12 months'
- professional experience;
- have been a trainee for no more than six months;
- not have been an ECB trainee or have worked for the ECB previously.



Application Process: Register online and search for available positions here.

Successful candidates will be required to submit a number of documents to the ECB before starting their traineeship – the link above has all the relevant info!

European Economic and Social Committee (EESC)

Brussels, Belgium

The European Economic and Social Committee EESC is a consultative body of the European Union and its goal is to bridge the gap between Europe and organised civil society. The EESC offers both long term and short term traineeships.

Long Term Traineeship

A five month traineeship available to university graduates from EU countries. Applicants from non-EU countries may be granted a traineeship exceptionally. The spring stage starts on 16 February and the application period is between 1 July and 30 September. The autumn stage starts on 16 September and the application period is between 3 January and 31 March. The grant paid is approx €1494.06 per month and you may get a contribution towards your travel expenses.

Short-term Traineeship

Paid traineeships for short periods (one, two or maximum three months) are occasionally available for university students for whom such a traineeship is compulsory for the completion of their studies. You can apply for these at any time of the year. Eligibility:

Paid?

The grant paid is 50% of the monthly amount granted to long-term trainees.

Candidates should:

- be at least 18 years old;
- be a national of a Member State of the EU or of an acceding country;
- have completed at least a first cycle qualification (bachelor's degree);
- be fluent in English and in another official language of the EU.
- Following their most recent qualification candidates should:
- have a maximum of 12 months' professional experience;
- have been a trainee for no more than six months;
- not have been an ECB trainee or have worked for the ECB previously.

Application Process: For both the long-term and short-term traineeships you must submit an online application form.

Further details of the EESC traineeship, and the online application form, are available here.

The Court of Auditors (ECA)

Luxembourg

The European Court of Auditors is the external auditor for the EU and checks that EU funds are correctly accounted for and spent in compliance with the rules and legislation, while having regard for achieving best value for money.

The current President of the Court of Auditors is an Irish man, Tony Murphy, he was appointed for a three year term in October 2022, and appointed for a second three year term in October 2025.

The European Court of Auditors organises two traineeship sessions lasting between three and six months. The sessions take place from 1 April to 30 September, and 1 October to 31 March.

> Paid?
>
> During your traineeship, you will receive an allowance of €1,600 per month. We may offer unpaid traineeships if you already receive an allowance from another organisation.

Eligibility

To do a standard traineeship with us, you must:

- be a national of an EU member state;
- have completed at least four semesters of university study in a field relevant to our work;
- have very good knowledge of one official EU language and satisfactory knowledge of a second;
- not have worked for an EU institution, body or agency in any capacity, including as a trainee.

Application Process: All applications are placed in a central folder. Units will make requests to the stage coordinator as they require trainees.

Applicants who have received a letter of offer confirming their traineeship must provide proof of their medical fitness for undertaking a traineeship and an extract from police records to provide proof they have the good character necessary to carry out the tasks assigned to them.

Further details can be found here.

European Union External Action Service (EEAS)

EU Delegations around the world

Eligibility

Depending on a specific pillar, traineeships in EU Delegations are open to:

- citizens from Member States of the EU;
- citizens from candidate countries which signed an accession agreement with the EU;
- citizens from the host country.

Diploma

- For funded traineeships, applicants must have graduated from a university or equivalent higher-education establishment with at least a Bachelor's level
- For unfunded compulsory traineeships, applicants shall be 3rd ,4th or 5th year students of a University or another higher-education establishment.

Languages

In order for the trainee to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have the capacity to speak in the working language of the EU Delegation. Knowledge of the official language of the host country would be an asset.

Source: (https://www.eeas.europa.eu/eeas/traineeship-delegations-european-union_en)

The Junior Professionals in Delegation (JPD) Programme – Next intake 2026-2028

The European External Action Service (EEAS) and the European Commission (EC) have established a high-level traineeship programme which gives an opportunity to highly qualified junior professionals from the EU Member States to work in the EU Delegations worldwide.

The EEAS and the EC will finance minimum 54 JPDs positions (2 per Member State) for the Round 2026-2028: 27 JPD positions in the political, press and information sections (EEAS) and 27 positions in EC sections. Additional posts might be financed through voluntary contributions of EU Member States.

More Details - https://www.eeas.europa.eu/eeas/call-expression-interest-junior-professionals-delegation-jpd-programme-2026-2028_en

Committee of the Regions (CoR)

Brussels, Belgium

The mission of the Committee of the Regions is to involve regional and local authorities in the European decision making process at the earliest stage through mandatory consultation with the European Commission, the European Parliament and the Council of Ministers on key policy areas of regional concern.

There are two traineeship periods in CoR: from 16 February to 15 July (application period between 1 July and 30 September of the preceding year) and from 16 September until 15 February (application period between 1 January and 31 March). The CoR has 20 traineeships available for each period. The application process is long and thorough, so it is advisable to research the system and prepare your documentation in advance.

Paid?

The grant paid is approx. €1,493 per month.

Eligibility

- EU citizens
- Citizens from third countries (including the UK) can also apply, and may be selected in exceptional cases, notably if their candidature is of particular interest to the CoR and if they comply with the requirements under national immigration law for residing and working legally in Belgium
- University graduates who have obtained a full undergraduate academic degree, or have completed at least the third year of higher education (university or equivalent), by the closing date for applications
- Candidates who are fluent in one EU language and have satisfactory knowledge of English or French
- Candidates who have already received more than 8 weeks of in-house placement (whether paid or unpaid) in a European institution, body, delegation or representative office or who have had any form of employment in a European institution or body shall not be accepted.

Website: https://cor.europa.eu/en/about/work-us/traineeships



Study Visits

Students looking to finalise their work project, or who are curious about how local and regional authorities contribute to EU legislation in fields such as Citizenship, Cohesion, Climate Change, Public Procurement and Security are welcome to apply for a study visit. Study visits are an excellent opportunity to discover the geographical dimension of EU policies. Moreover, they provide the occasion to reinforce academic preparation with first-hand experience with the work of an EU consultative body.
In order to be accepted for a study visit, applicants must either:

- provide proof of funding from another body, such as a university, a public / private body or NGO, in the form of a scholarship, grant, etc.
- or provide proof that the study visit is an integral part of their education (for example, if the study visit is required as part of thesis research or to complete the course of studies.

Learn more about the study visits here.

The European Ombudsman

Strasbourg, France and Brussels, Belgium

The European Ombudsman investigates complaints about maladministration in the Institutions and bodies of the European Union. The Ombudsman offers traineeships twice a year to graduates holding a university degree in law, political science, economics, statistics, media and communication, computer science, and any international affairs related subject. The traineeships take place either in Strasbourg or in Brussels according to the needs of the office. The Ombudsman offers traineeships in case handling, media and communication, and web development for a period of four to twelve months..

Traineeship applications open once a year, normally in February for traineeships starting on 1 September.

Paid?

Trainees receive a monthly grant during the traineeship period, equivalent to 25% of the basic salary of staff in grade AD 6 step 1 applicable at the time the offer is made, plus the household allowance. The grant is subject to the weighting applicable in the country in which the traineeship takes place.

Eligibility

- You must be a national of an EU country;
- You must have a university degree in and be at an advanced stage of professional training, or research, in EU law;
- You must have a thorough knowledge of one of the official languages of the EU and a good knowledge of a second. A very good knowledge of English is required while knowledge of French would be an advantage.

Website: ombudsman.europa.eu/en/office/careers

European Investment Bank (EIB)

Luxembourg

The European Investment Bank is the long-term lending bank of the European Union. The task of the Bank is to contribute towards the integration, balanced development and economic and social cohesion of the EU Member States.

Eligibility to apply

To qualify, you should:

- be in your final year at university, or a graduate with less than one year of work experience (since your last degree, excluding internships/traineeships which are shorter than nine months).
- be a national of an EU Member State or an EU candidate country.
- be proficient in English and/or French. Knowledge of additional EU languages will be an advantage.

The EU candidate countries are: Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia, Türkiye and Ukraine.

Duration

Traineeships typically last between three to five months, with the option to extend to six months if requested by universities.

Salary

- A flat-rate monthly allowance of €1 500 to help with living costs. This amount is adjusted for traineeships in offices outside Luxembourg in line with the European Commission's weightings.
- Reimbursement for travel expenses (one round trip from your point of origin). Please note that accommodation arrangements are the responsibility of the trainee.

How to apply

There are two intakes every year, in March-April and in September-October. These are announced approximately four months before each intake.

To apply:

- Check the job portal.
- Select "Traineeship & GRAD programmes" under the section "Job category" on the left sidebar of the page.
- Respond to the traineeship opportunities by submitting your application online.

The European Data Protection Supervisor (EDPS)

Brussels, Belgium

The European Data Protection Supervisor is the independent supervisory authority at EU level that is responsible for monitoring the processing of personal data by the EU Institutions and bodies, advising on policies and legislation that affect privacy. The traineeships start in October and in March.

Application Process
The traineeship programme hosts on average 10 trainees. The traineeship sessions start on 1st of October and 1st of March, each for a five-month period.

What does the traineeship offer?
- EU knowledge – insight into the processes and policies of the European Institutions
- Practical experience – an opportunity to play a part in the EDPS's day-to-day business
- Opportunity to put academic theory into practice

How to apply?
- Apply via the European Commission Blue Book website.
- During your application process you will be able to indicate your 1st choice of place of employment. As the Blue Book traineeship is a European Commission tool, please make sure that you indicate the EDPS as 1st choice.

For more information, please email to stage@edps.europa.eu

EU Agencies

EU Agencies perform specific tasks to support the EU Member States and their citizens. Over 40 Agencies have been established across Europe. They operate in a huge range of areas and fields of expertise. All of the Agencies listed in this chapter offer some type of traineeship programme, though the duration, eligibility requirements, type of work, application processes and payment arrangements vary. There are a handful of EU Agencies that don't currently offer traineeships – we have excluded them from this volume of The Green Book.

Agency for the Cooperation of the Energy Regulators (ACER)

Ljubljana, Slovenia

ACER fosters cooperation among European energy regulators to create a more competitive, integrated market, offering consumers more choice and an efficient energy infrastructure guaranteeing the free movement of energy across borders, enhancing security of supply for EU businesses and consumers.

Traineeships: ACER has an open call for traineeship positions. Traineeships last between three and 12 months. Trainees receive a monthly grant of €1,268.18.
Eligibility: ACER traineeships are open to Ukrainian graduates.
Website: acer.europa.eu/the-agency/careers/traineeship-programme

Body of European Regulators for Electronic Communications (BEREC)

Riga, Latvia

BEREC works to development and improve functioning of the internal market for electronic communications networks and services. BEREC assists the European Commission and national regulatory authorities in implementing the EU regulatory framework for electronic communications.

Traineeships: BEREC offers six-month traineeships. Trainees are entitled to a monthly grant amounting to 25% of the basic monthly salary of a temporary agent in grade AD5, step four.

Website: berec.europa.eu/en/berec-office/traineeships-0

Community Plant Variety Office (CPVO)

Angers, France

The CPVO manages a system of plant variety rights covering the 27 Member States. A system for the protection of plant variety rights has been established by European Commission legislation. The system allows intellectual property rights, valid throughout the EU, to be granted for new plant varieties.

Traineeships: CPVO offers traineeships lasting 12 months, usually in the areas of communication, auditing and legal affairs. Trainees get a monthly grant of €1,685. Eligibility: CPVO traineeships are open to candidates that have already completed a traineeship in an EU institution. Website: cpvo.europa.eu

European Agency for Safety and Health at Work (EU-OSHA)

Bilbao, Spain

The EU-OSHA works to make European workplaces safer, healthier and more productive for the benefit of businesses, employees and governments and to promote a culture of risk prevention to improve working conditions in the EU.

Traineeships: EU-OSHA traineeships last six months, with the possibility of a further six-month extension. Traineeships are offered in the Communication and Promotion Unit, Prevention and Research Unit, Resource and Service Centre and in the Network Secretariat - Brussels Liaison Office.
Trainees are entitled to a monthly grant of €1,493.36. Website: osha.europa.eu

European Agency for the operational management of large scale IT systems in the area of freedom, security and justice (eu-LISA)

Tallinn, Estonia and Strasbourg, France

eu-LISA provides long term solutions for the operations management of large scale IT systems which are essential instruments in the implementation of the asylum, border management and migration policies of the EU.

Traineeships: eu-LISA offers paid traineeships lasting between three and twelve months. Trainees are entitled to a monthly grant of €1,859.73 for Tallinn, €1,991.15 for Brussels, and €2,273.89 for Strasbourg. Website: eulisa.europa.eu

European Aviation Safety Agency (EASA)

Cologne, Germany

EASA was set up to promote the highest common standards of safety and environmental protection in civil aviation in Europe and worldwide.

Traineeships: Traineeship opportunities are for 12 months and are published on the Agency's website each year. Traineeships are paid but the grant amount available varies from year to year.
Website: easa.europa.eu

European Banking Authority (EBA)

Paris, France

The EBA is an independent authority which works to ensure effective and consistent prudential regulation and supervision across the European banking sector. Its overall objectives are to maintain financial stability in the EU and to safeguard the integrity, efficiency and orderly functioning of the banking sector.

Traineeships: The EBA offers paid traineeship opportunities to graduates for a period of six to eighteen months. As of October 2025, the EBA advised that trainees are entitled to a grant equalling 30% of the basic salary for EU officials in grade AD5 Step 1. The EBA also offers one or two-week internships for secondary school students.
Website: eba.europa.eu/about-us/careers

European Border and Coast Guard Agency (Frontex)

Warsaw, Poland

Frontex was created as a specialised, independent body of the EU to coordinate operational cooperation between EU countries in the field of border security.

Traineeships: Frontex offers up to 60 paid traineeships per year through the European Commission Blue Book Traineeship Programme. Frontex accepts trainees for a period of 5 months at a time. Website: frontex.europa.eu

European Centre for Disease Prevention and Control (ECDC)

Solna, Sweden

ECDC aims to strengthening Europe's defences against infectious diseases. ECDC collects, analyses and shares data on more than 50 infectious disease topics such as COVID-19, influenza, HIV/AIDS, hepatitis, measles, tuberculosis, antimicrobial resistance and vaccination.

Traineeships: ECDC traineeship programme runs every year for a period of five to nine months. The exact traineeship grant amount for 2026 has not yet been decided but will be communicated to selected candidates ahead of the interviews. For reference, the monthly 2025 traineeship grant is €2,085.18. Eligibility: You must be a national of an EU Member State or from Norway, Iceland or Liechtenstein. Website: ecdc.europa.eu

European Centre for the Development of Vocational Training (Cedefop)

Thessaloniki (Pylea), Greece

Cedefop promotes the development of vocational education and training (VET). VET aims to meet the needs of the citizen in the labour market and society in Europe.

Traineeships: There is one traineeship period annually from October to July. Trainees not living in Thessaloniki prior to the traineeship are currently awarded a grant of around €1,284.29 per month.

Eligibility: Traineeships are open to nationals of EU Member States, candidate countries and EFTA countries. Website: https://www.cedefop.europa.eu/en/about-cedefop/job-opportunities/trainees

European Chemicals Agency (ECHA)

Helsinki, Finland

The ECHA is the driving force in implementing the EU's chemicals legislation. ECHA helps companies comply with the legislation, advances the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

Traineeships: ECHA offers traineeships for periods of between three and six months. There are up to 20 graduate traineeship opportunities per year. The traineeships usually start in March or September. Trainees receive a monthly grant of approximately €1,670. Eligibility: ECHA traineeships are open to recent university graduates, as well as public or private sector employees engaged in graduate-level work in fields relevant to applicable chemicals legislation. Website: https://echa.europa.eu/traineeships

European Defence Agency (EDA)

Brussels, Belgium

EDA was established to support EU Member States and the Council in their efforts to improve European defence capabilities. All EU Member States participate in the EDA except for Denmark.

Traineeships: EDA offers year-long traineeships, beginning in September every year. Trainees receive a monthy grant of €1,475.34. Traineeships are offered in areas such as Communications, Operations and Defence Research. Applicants can apply for a maximum of two traineeships and should indicate their preference when applying.
Eligibility: EDA traineeships are only open to nationals of EU Member States participating in the EDA.
Website: https://eda.europa.eu/careers/traineeship

European Environment Agency (EEA)

Copenhagen, Denmark

The EEA is an agency of the European Union that delivers knowledge and data to support Europe's environment and climate goals.

Traineeships: EEA welcomes trainees through the European Commission's Blue Book Traineeship programme.
Website: eea.europa.eu/en/about/careers/traineeships

European Fisheries Control Agency (EFCA)

Vigo, Spain

EFCA coordinates fisheries control and inspects the activities of EU countries, assisting them to cooperate and comply with the Common EU Fisheries Policy.

Traineeships: EFCA offers a limited number of traineeships via the European Commission Blue Book Traineeship Programme.
Website: efca.europa.eu/en/content/recruitment

European Food Safety Authority (EFSA)

Parma, Italy

The EFSA covers food and feed safety, nutrition, animal health and welfare, plant protection and plant health. The Agency is the keystone of EU risk assessment regarding food and feed safety.

Traineeships: EFSA offers around 100 traineeships each year, lasting between 5 and 12 months. Calls for trainees are usually published in March and April. Trainees receive a monthly grant of €1,463.
Eligibility: EFSA accepts applications from nationals of EU Member States, EFTA countries, and of countries benefiting from the EU pre-accession programme. A limited number of nationals of non-Member States are also accepted according to available resources and in accordance with the operational priorities of EFSA.Website: efsa.europa.eu/en/careers/starting-your-career-at-efsa

European Foundation of Living and Working Conditions (Eurofound)

Dublin, Ireland and Brussels, Belgium

Eurofound was established in 1975 to contribute to the planning and design of better living and working conditions in the EU. It monitors trends and developments in the quality of work and life, industrial relations and structural change and explores and assesses policies and practices.

Traineeships: Traineeships are located in Dublin, with a small number of traineeships in Information and Communication in Brussels. The standard traineeship lasts six months and can be extended for a further six months. Trainees will be awarded a monthly grant of around €1,929.58.

Website: https://www.eurofound.europa.eu/en/pages/vacancies/information-on-traineeships

European Institute for Gender Equality (EIGE)

Vilnius, Lithuania

EIGE was established to contribute to and strengthen the promotion of gender equality, including gender mainstreaming in all EU policies and the resulting national policies, and the fight against discrimination based on sex. Equality between women and men is a fundamental right, principle and core value of the EU.

Traineeships: EIGE offers a limited number of traineeships each year. They typically last for up to six months.
Website: eige.europa.eu/

European Institute of Innovation and Technology (EIT)

Budapest, Hungary

The EIT's mission is to increase European sustainable growth and competitiveness, reinforce the innovation capacity of the EU Member States, create the entrepreneurs of tomorrow and prepare for the next innovative breakthroughs.

Traineeships: EIT offers a six-month traineeship programme once a year in Budpest or in the Brussels Liaison Office. The net amount of the traineeship grant based on current salary adjustments is €1,466.98 for Budapest and €1,701.83 for Brussels.
Eligibility: Candidates shall be selected from nationals of EU Member States, EEA countries, EFTA countries and EU candidate countries. In addition, a limited number of nationals from other countries can also be accepted but should not exceed 20% of the total intake of trainees for the year.
Website: https://www.eit.europa.eu/work-with-us/careers/vacancies/open

European Insurance and Occupational Pension Authority (EIOPA)

Frankfurt, Germany

EIOPA's core responsibilities are to support the stability of the financial system, transparency of markets and financial products. They also protect policyholders, pension scheme members and beneficiaries. EIOPA is commissioned to monitor and identify trends, potential risks and vulnerabilities stemming from the micro-prudential level, across borders and across sectors.

Traineeships: EIOPA offers traineeships for between one and six months. The grant paid is approximately €1,400 per month. Vacancies are advertised on their website.
Eligibility: Candidates should have a background relating to the activities of EIOPA, particularly in one of the following areas: consumer protection, corporate affairs, corporate support, oversight and supervisory convergence, policy, risks and financial stability, supervisory processes department.
Website: eiopa.europa.eu/

European Labour Authority (ELA)

Bratislava, Slovakia

The aim of the 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.

Traineeships: ELA was established in 2019 and started its first traineeship programme in 2022. Traineeships last 6 months, with possibility of extension. The call for applications is usually published in May for the traineeships starting in October. Trainees are awarded a monthly allowance of €1,493.36.
Website: ela.europa.eu/en/about/careers

European Maritime Safety Agency (EMSA)

Lisbon, Portugal

The EMSA provides technical assistance and support to the European Commission and Member States in the development and implementation of EU legislation on maritime safety, pollution by ships and maritime security. It has also been given operational tasks in the field of oil pollution response, vessel monitoring and in long range identification and tracking of vessels.

Traineeships: Traineeship notices are published once a year. EMSA traineeships normally start on the 1st of September and last between 6 and 12 months. Trainees will be awarded a monthly maintenance grant. The amount of the grant corresponds to 25% of an AD5 step 1 basic monthly salary as defined by the European Commission and weighted using the correction coefficient for Portugal. The amount is fixed to the values in place on 1 July of the previous year. The amount will be published on the website annually. Traineeship calls will specify if they are open to non-EU and non-EEA nationals.
Website: emsa.europa.eu/trainees.html

European Medicines Agency (EMA)

Amsterdam, The Netherlands

EMA's main responsibility is the protection and promotion of public and animal health, through the evaluation and supervision of medicines for human and veterinary use. The Executive Director of the European Medicine Agency is an Irish woman, Emer Cooke.

Traineeships: EMA offers a ten-month traineeship at the Agency's premises in Amsterdam, running from 1 October to 31 July as well as 1 March - 31 December. They offer a full-time traineeship or a part-time traineeship combined with Erasmus+ or similar programme or a PhD. Trainees are given a monthly stipend of €1,942.19 for a full-time traineeship. Website: careers.ema.europa.eu/content/Traineeship/

European Union Drugs Agency

Lisbon, Portugal

EUDA's mission is to strengthen EU preparedness on drugs through four key interconnected service categories: anticipate, alert, respond and learn.

Traineeships: The EUDA offers traineeships please visit website for opening dates. Website: https://www.euda.europa.eu/about/jobs_en

European Police Office (Europol)

The Hague, The Netherlands

Europol is the European Union's law enforcement Agency whose main goal is to help achieve a safer Europe for the benefit of all EU citizens. They assist Member States in their fight against serious international crime and terrorism.

Traineeships: Europol offers paid internships lasting three to six months. The grant paid is €1,602 per month. Traineeships are offering in areas such as Protocol, High-level Events Management and Information Security.

Website: europol.europa.eu/careers-procurement/internships

European Railway Agency (ERA)

Valenciennes, France

ERA was set up to help create an integrated railway area by reinforcing safety and interoperability. It also acts as the system authority for the European Rail Traffic Management System project, which has been set up to create unique signalling standards throughout Europe.

Traineeships: A standard traineeship can last up to 10 months.
Website: era.europa.eu/agency-you/recruitment/working-at-era

European Securities and Markets Authority (ESMA)

Paris, France

ESMA contributes to safeguarding the stability of the EU's financial system, as well as enhancing investor protection. One of its main tasks is to regulate credit rating agencies.

Traineeships: ESMA traineeship vacancies are continuously open, applications are revised on a regular basis, and evaluated when a traineeship position is available. Traineeships last between six and twelve months.
Website: esma.europa.eu/about-esma/careers

European Training Foundation (ETF)

Torino, Italy

ETF's aim is to support countries surrounding the European Union to reform their education, training and labour market systems, in the context of the EU's enlargement and neighbourhood policies.

Traineeships: The Foundation offers traineeships lasting six months, though this can be extended to twelve months. Maintenance grants are available, though the value of this grant varies depending on the traineeship position, and travel expenses may also be covered.
Eligibility: Traineeships are open to EU nationals and nationals of ETF's 28 partner countries.
Website: https://www.etf.europa.eu/en/about/recruitment

European Union Agency for Asylum (EUAA)

Valletta, Malta

The EUAA is mandated with supporting Member States in applying the package of EU laws that governs asylum, international protection and reception conditions, known as the Common European Asylum System (CEAS).

Traineeships: The European Union Agency for Asylum offers a traineeship contract of 6 months, renewable for a maximum of another 6 months and a monthly traineeship grant of €1,500.

Website: https://euaa.europa.eu/careers/traineeship#section247-2

European Union Agency for Criminal Justice Cooperation (Eurojust)

The Hague, The Netherlands

Eurojust was set up to improve the fight against serious crime by facilitating the co-ordination of action for investigations and prosecutions covering the territory of more than one EU country with full respect for fundamental rights and freedoms.

Traineeships: Eurojust offers traineeships lasting five months, beginning on 1 March or 1 October each year. The trainees can get a monthly traineeship grant of €1,500.
Eligibility: Traineeships are open to nationals of EU Member States or of EU candidate countries. Exceptionally, nationals of third countries with a cooperation agreement or working arrangement with Eurojust may also be accepted, depending on budget availability.
Website: eurojust.europa.eu/about-us/jobs/traineeships

European Union Agency for Fundamental Rights (FRA)

Vienna, Austria

FRA's goal is to ensure that the fundamental rights of people living in the EU are protected. They do this by collecting and analysing data in the EU to help Institutions and Member States understand and tackle challenges to fundamental rights.

Traineeships: FRA offers paid traineeships lasting a minimum of three and a maximum of twelve months, starting on 1 October. Traineeship places are offered in the following FRA departments: Director's Office; Corporate Services; Equality and Citizens' Rights; Freedoms and Justice; Fundamental Rights Promotion.

There is a second year-long traineeship open only to Roma candidates. FRA also accommodates study visits from academics and professionals.
Eligibility: Traineeships are open to nationals of EU Member States, as well as EU candidate and potential candidate countries. FRA encourages candidates with disabilities to apply.
Website: fra.europa.eu/en/about-fra/recruitment/traineeship

European Union Agency for Law Enforcement Training (CEPOL)

Budapest, Hungary

CEPOL's role is to develop, implement and coordinate training for law enforcement officials. CEPOL contributes to a safer Europe by facilitating cooperation and knowledge sharing among law enforcement officials of the EU Member States.

Traineeships: CEPOL offers paid traineeships of three to six months, which are advertised on their website at different times during the year. The grant paid is approximately €1,229.32.
Eligibility: Traineeships are open to shall be nationals of EU Member States, Schengen Associated Countries or candidate countries benefiting from a pre-accession strategy. The 2023 traineeship call was open to Ukrainian residents. Website: cepol.europa.eu/

European Union Agency for Network and Information Security (ENISA)

Athens, Greece

ENISA's mission is to have a high-level security information network in the EU. ENISA seeks to develop a culture of Network and Information Security for the benefit of citizens, consumers, business and public sector organisations in the European Union.

Traineeships: ENISA offers paid traineeships from three to twelve months long. Please see the ENISA website for the various areas in which traineeships are offered. Applications which do not specify a chosen area of interest will be dismissed.
Eligibility: Traineeships are open to EU nationals and nationals of states in the European Free Trade Association: Iceland, Liechtenstein, Norway and Switzerland.Website: enisa.europa.eu

European Union Agency for the Space Programme (EUSPA)

Prague, Czech Republic

EUSPA implements the EU Space Programme and provides reliable, safe and secure space-related services, maximising their socio-economic benefits for European society and business. EUSPA drives innovation-based growth in the European economy and contributing to the safety of EU citizens and the security of the Union and its Member States, while at the same time reinforcing the EU's strategic autonomy.

Traineeships: EUSPA offers short term unpaid traineeship lasting up to three months and longer paid traineeships. lasting between six and tweleve months. Paid trainees receive a monthly grant of €1,500.
Website: euspa.europa.eu/about/careers-euspa/traineeship-listing

European Union Institute for Security Studies (EUISS)

Paris, France

The EUISS analyses foreign, security and defence issues for the formulation of EU policy.

Traineeships: The traineeships will be for a period of 10 months, running from 16 September 2025 until 15 July 2026. Paris-based trainees will be awarded a grant of €1,767.15 per calendar month. Brussels-based trainees will be awarded a grant of €1,539.45 per calendar month.

Website: iss.europa.eu/opportunities

European Union Intellectual Property Office (EUIPO)

Alicante, Spain

EUIPO is responsible for managing the EU
trade mark and the registered Community design. It also works with the IP offices of the EU Member States and international partners to offer a similar registration experience for trade marks and designs across Europe and the world.

Traineeships: EUIPO offer four types of traineeships; Pan-European Seal Professional Traineeship Programme (monthly grant for 2025-2026: €1 300 in Alicante and €1 500 in Brussels or Luxembourg), traineeships for young professionals (monthly grant for 2025-2026: €1 300 in Alicante and €1 500 in Brussels or Luxembourg), traineeships for junior IP employees (monthly subsistence allowance for 2025-2026: €1 300 and unpaid traineeships.
Eligibility: EUIPO traineeships are open to applications from non-EU nationals.Website: euipo.europa.eu/ohimportal/en/traineeships

European Union Satellite Centre (SatCen)

Madrid, Spain

SatCen supports EU decision making in the field of the Common Foreign and Security Policy (CFSP), in particular of the Common Security and Defence Policy (CSDP), including European Union crisis management operations. It provides analysis of satellite imagery and collateral data, including aerial imagery, and related services.

Traineeships: Traineeships are offered for an initial period of 6 months, with the possibility of extension for another 6 months (max. 12 months).Traineeships encompass full-time work experience at SatCen (40 hours a week), and trainees receive a monthly stipend of €1485.71.

Website: satcen.europa.eu/recruitment/traineeship_programmes

Single Resolution Board (SRB)

Brussels, Belgium

The SRB is the central resolution authority within the Banking Union, which at present is 20 eurozone countries and Bulgaria.
The SRB works closely with the European Commission, the European Central Bank, the European Banking Authority and national authorities. Its mission is to ensure an orderly resolution of failing banks, protecting the taxpayer from state bail-outs, which is promoting financial stability.

Traineeships: The SRB offers traineeships through the European Commission's Blue Book Programme, but they also offer unpaid 'atypical' traineeship opportunities to experts whose expertise can be of interest to the Agency. Trainees receive a monthly grant of approximately €1,476 (2024 rate) during their placement.
Website: srb.europa.eu/en/content/types-contract#trainees

Translation Centre for the Bodies of the European Union (CDT)

Luxembourg

The Translation Centre's mission is to meet the translation needs of the other decentralised Community Agencies. It also participates in the Inter-institutional Committee for Translation and Interpretation.

Traineeships: Traineeships last from three to six months. Trainees receive a monthly grant amounting to 25% of the basic monthly salary of a temporary member of staff.
Eligibility: CDT Traineeships are open to nationals from EU Member States and EU candidate countries.
Website: cdt.europa.eu/en/traineeships

Executive agencies

Executive agencies are set up for a limited period of time by the European Commission to manage specific tasks related to EU programmes. There are currently six executive agencies and they recruit trainees through the Commission Blue Book Programme. Visit the Commission's Traineeship webpage for more information.

European Innovation Council and SMEs Executive Agency (EISMEA)

Brussels, Belgium

EISMEA provide support to European innovators, researchers, businesses and consumers. They aim to reinforce the EU's position as a global leader in Research and Innovation, strengthen its Single Market and open up opportunities for SMEs.

Website: eismea.ec.europa.eu/index_en

European Research Council Executive Agency (ERCEA)

Brussels, Belgium

The ERCEA's mission is to encourage the highest quality research in Europe through competitive funding and to support investigator-driven frontier research across all fields, on the basis of scientific excellence.
Website: erc.europa.eu

European Climate, Infrastucture and Environment Executive Agency (CINEA)

Brussels, Belgium

CINEA's mission is to support stakeholders in delivering the European Green Deal through high-quality programme management.
Website: cinea.ec.europa.eu

European Education and Culture Executive Agency (EACEA)

Brussels, Belgium

EACEA is responsible for the management of certain parts of the EU's funding programmes in the fields of education, culture, audiovisual, sport, citizenship and volunteering. EACEA manages the Erasmus+, Creative Europe and Europe for Citizens programmes.
Website: eacea.ec.europa.eu/index_en

European Health and Digital Executive Agency (HaDEA)

Brussels, Belgium

HaDEA addresses the European Commission's ambition to help rebuild a post-COVID-19 Europe at its heart, which will be greener, more digital, more resilient and better fit for the current and forthcoming challenges.
Website: hadea.ec.europa.eu/index_en

European Research Executive Agency (REA)

Brussels, Belgium

Mandated by the European Commission to support the EU Research and Innovation policy, the REA funds high-quality research and innovation projects that generate knowledge for the benefit of society. REA also manages promotion measures concerning agricultural products.
Website: rea.ec.europa.eu/index_en

Joint Undertakings

Joint Undertakings are agencies of the EU which have been set up to ensure the efficient execution of EU research, technological development and demonstration programmes. They are public-private partnerships which are industry-led and they tend to be quite sector-specific.

There are twelve Joint Undertakings and many of them offer traineeships throughout the year. You should keep an eye on their websites for announcements of new opportunities.

- Chips Joint Undertaking
- Clean Hydrogen Joint Undertaking
- Clean Aviation Joint Undertaking
- Circular Bio-based Europe Joint Undertaking
- Europe's Rail
- Global Health EDCTP3 Joint Undertaking
- Innovative Health Initiative
- Single European Sky ATM Research Joint Undertaking
- Smart Networks and Services Joint Undertaking
- Fusion For Energy
- European High-Performance Computing Joint Undertaking (EuroHPC JU)
- Joint Research Centre

EU Agencies Traineeship Testimonials

Danai, Education, Audiovisual and Culture Executive Agency (EACEA)

"The EACEA is one of five main EU Agencies that help manage EU programmes. Specifically those relating to education and culture - the biggest one being Erasmus. I did my traineeship in the Director's office, so I was helping with the work associated with running the Agency. Education and culture policy was a bit of a departure from my previous experience and not a policy area I saw myself specialising in, but working in my unit was a very unique insight into the functioning of the European Commission, which was exactly what I wanted to gain from the traineeship.

EACEA works with four 'parent Directorates-General' in managing its programmes – DG EAC, DG CONNECT, DG HOME and DG ECHO – so I was able to see the interaction between DGs and Agencies, but also get an idea of how different DGs interact with each other, which was really interesting. Working in a more directly citizen-facing area meant that a part of my role was assisting with handling responses to MEPs and the European Ombudsman, and seeing how the Commission interacts with the public was also really great.

Ultimately, your experience in the EU Institutions will depend hugely on your DG and Unit. There were about 20 trainees in the Agency, and to this day I'm not 100% sure what some of them did on a day-to-day basis – a feeling that was definitely shared by others. However, I think some aspects are unique to the Institutions. One of the things that really struck me was not only how multicultural the Institutions are, but also how multilingual. It's true that on a day to day basis you don't really need a second language, but it definitely helps. Most Units work mainly in English, but I knew of a few that operated mostly through French, and people would switch between languages in meetings more often than you'd think. Basically if you do have another language or two, it's the perfect place to dust off those cobwebs and practice as much as possible.

More generally, my advice to anyone starting a traineeship in the Institutions is: don't expect to solve all the EU's problems during your five months there, but go to as many meetings as you can, and talk to as many people as possible. Five months go by fast and you'll be surprised by how much you pick up just by being there and talking to people – or how some seemingly inane conversation with a random person in the lift could make something you've been wondering about for days click into place!"

Other Stages

Outside the EU Institutions and Agencies, there are numerous NGOs, trade groups, Chambers of Commerce, think tanks, public affairs companies and other organisations (based in Brussels and elsewhere) that recruit trainees on a paid or unpaid basis. Many of these will change their trainee policy on a yearly basis so use this section as a guide and contact your preferred organisations directly, or check their websites, if you're keen to apply. If there are no traineeships advertised by the organisation of your choice, consider sending in a speculative application.

European Movement Ireland

Dublin, Ireland

European Movement Ireland is a not-for-profit organisation with a mission is to build a pro-EU public movement so that Ireland continues to contribute to shaping and sustaining a peaceful, progressive, democratic EU with economic and social benefits for all. We work to strengthen public engagement so that people are empowered and equipped to participate in EU Affairs.

European Movement Ireland has developed a highly successful stage programme. Keep an eye on our website and Jobs List where all vacancies will be posted
Website: europeanmovement.ie

European Movement International

Brussels, Belgium

The European Movement is a network of organisations that has mobilised citizens and advocated for a democratic, federal and enlarged union since 1948. It's objective is to contribute to the establishment of a united, federal Europe founded on the principles of peace, democracy, liberty, solidarity, and respect for basic human rights.

Traineeships: Our colleagues in European Movement International often offer paid traineeships in communications and policy. Keep an eye on their website for vacanies.
Website: europeanmovement.eu

Ibec Europe

Brussels, Belgium

The Ibec Europe office represents the interests of Ibec members at European Union level on an individual, sectoral and national basis through its advocacy work in the EU Institutions on draft policy and legislation directly affecting members. The office is located in the heart of the European quarter in Brussels. Ibec actively engages with the European Commission, MEPs, the Irish Permanent Representation to shape and influence draft policy and legislation to benefit Irish business.

Traineeships: Keep an eye on the Ibec website for traineeship vacancies. They also offer an International Relations/HR Graduate Programme.
Website: ibec.ie

Permanent Representation of Ireland to the EU (Perm Rep)

An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Brussels, Belgium

The Perm Rep in Brussels brings together civil servants from nearly every Government Department, making it Ireland's biggest diplomatic mission abroad.
Their job is to negotiate and lobby on behalf of Ireland. Working with government ministers and the Irish administration as a whole, they make sure that Ireland has its say on all EU laws and decisions. The Perm Rep is at the heart of Ireland's interaction with the EU.

Traineeships: Internships at the Perm Rep are advertised on their website as they become available. Good language skills and knowledge of French is usually an advantage, if not a requirement.

Website: ireland.ie/en/eu/brussels/

United Nations Brussels Office

Brussels, Belgium

The United Nations Brussels Office maintains and develops the partnership between the UN and the EU Institutions. It also plays a role in bringing together some 25 UN agencies, funds and programmes represented in Brussels to act as a coherent team and speak with one voice in European fora in relation to policy and advocacy with the EU.

Traineeships: The various UN agencies and offices in Brussels recruit interns each year. These internships are usually unpaid.

Website: unric.org/en/brussels-vacancies/

Council of Europe

Strasbourg, France

The Council of Europe, based in Strasbourg in France, is a human rights organisation comprising 46 members, including all EU Member States. The Council of Europe advocates freedom of expression and of the media, freedom of assembly and equality, and the protection of minorities. It is an entirely separate organisation from the EU.

Traineeships: The Council of Europe offers traineeships with a monthly allowance of approx €640

Website: coe.int

Similar names for different Institutions and organisations can be confusing. Between the Council of the European Union, the European Council and the Council of Europe, it's very hard to know what's what!

European Organisation for the Safety of Air Navigation (EUROCONTROL)

Brussels, Belgium

EUROCONTROL is an intergovernmental organisation with 42 members committed to building a Single European Sky that will deliver the air traffic management performance required for the twenty-first century and beyond.

Traineeships: Eurocontrol offers different traineeships please vist the website below.

Website: eurocontrol.int/careers

EUROCHAMBRES

Brussels, Belgium

EUROCHAMBRES, the European Association of Chambers of Commerce and Industry, serves the interests of every sector and every size of European business.
Jobs and internships are advertised on their website.

Website: eurochambres.eu

ETUC European Trade Union Confederation

Brussels, Belgium

The European Trade Union Confederation (ETUC) speaks with a single voice on behalf of European workers to have a stronger say in EU decision-making.
Jobs and internships are advertised on their website.

Website: etuc.org/en

A Career for EU – Ireland's strategy to increase Irish representation in the European Union's Institutions and Agencies.



Launched in May 2021 by the Minister of State for European Affairs, the strategy is committed to increasing Irish presence in the EU's Institutions.

The measures in this Strategy aim to promote these careers to the wider public and to equip more Irish people with the skills they need to secure posts in the EU. The Strategy should ensure that Irish people continue to play a role in shaping the important work the EU does for us all.

Read the Strategy here.

This strategy is led by the Minister of State for European Affairs, in cooperation with European Movement Ireland, the European Commission Representation in Ireland, the European Parliament Liasion Office in Ireland, the Department of Foreign Affairs and Trade, and the Public Jobs.

Through the website, newsletter and social media, EU Jobs aims to keep you up to date on the latest EU career and traineeship opportunities. Regular information seminars are held in Dublin, Brussels and across third level institutions through a team of EU Career Ambassadors. There is also training and support available to Irish candidates preparing for EU recruitment competitions.

You can find out more on their website and their X account.

Deireadh ag Teacht le Maolú na Gaeilge

Ar an 1 Eanáir 2022, bhain an Ghaeilge stádas iomlán amach mar theanga oifigiúil oibre de chuid an Aontais Eorpaigh. Seo deireadh le maolú, a bhí i bhfeidhm ar an nGaeilge ó bhí 2007 ann agus a chuir teorainn leis an méid ábhair a d'fhoilsigh Institiúidí an AE trí Ghaeilge. Ó 2015 i leith, tá raon feidhme an mhaolaithe seo á laghdú de réir a chéile de réir mar a tháinig méadú ar an acmhainn aistriúcháin go Gaeilge laistigh d'Institiúidí an AE. Mar theanga oifigiúil iomlán, aistreofar go Gaeilge anois gach doiciméad a fhoilsíonn an AE.

Tá go leor deiseanna oibre ann anois leis an Aontas Eorpach, do chainteoirí Gaeilge, san ateangaireacht, san aistriúchán, sa chumarsáid beartais agus in go leor réimsí nach iad.

EURES – Your First EURES Job

EU Member States, Norway and Iceland

YOUR FIRST EURES JOB (YFEJ) is a mobility scheme. It helps young people aged 18 to 35 from any of the EU countries, Norway and Iceland to find a work placement – job, traineeship or apprenticeship – in another country. EURES provides information, recruitment, matching, and pre-and post-placement support to young people. The scheme provides direct financial support to individuals for interview trips, language courses, some relocation costs, recognition of qualifications, supplementary trip allowance for candidates with special needs and/or from the most outermost EU regions and subsitence allowance for trainees and apprentices. Placements last at least three months for traineeships or six months for jobs and apprenticeships.

Eligibility:

- You must be a national and legal resident of an EU country, Norway or Iceland;
- You must be aged 18 to 35 at the time of application;
- You must be seeking a job in another EU country, Norway or Iceland;
- You must be a jobseeker or job-changer, but not necessarily a first-time mobile candidate;
- You can have high or low qualifications when applying;
- Work experience is useful but not essential.

Application Process:

To find out the nearest contact point to you and the participation conditions, go online at eures.europa.eu.



Chapter 2:

Moving Up the Ladder

What Next?

There are countless different ways to find a job in Brussels, whether it be via the official EPSO competitions of the Institutions, or a different route. Undoubtedly there are lots of opportunities, whatever your field.

This chapter is designed to help you combine the skills you already have with the valuable experience you have gained during your traineeship, with a view to finding a job. For more information and advice, contact the European Movement Ireland office directly.

Tips for Finding a Job in Brussels

1. Edit your CV



As mentioned in the first chapter of this book, competition for jobs is high in Brussels. It is therefore vital that you update your CV regularly. Many Brussels-based job seekers have similar backgrounds and experience. A clear, well-written CV will help you stand out from the crowd. Focus on the areas that make you unique, and ensure that all spelling, punctuation and formatting is perfect.

It's also wise to have your CV in Europass format. Check that all spelling and punctuation is correct and ask friends and family for feedback.

2. Build your Network

A good place to start is by telling your former stage supervisor, employers and college lecturers that you're looking for work. They might have some advice or forward your details to someone looking to fill a position. Beyond that, if you're planning on job-hunting there, get yourself some business cards as soon as you arrive in Brussels and go to as many events as possible, meeting as many people as possible. Get in touch with Irish expat clubs, European GAA clubs and consulates. You may make some useful contacts. Another possibility is to get in touch with someone working in an area of your interest.

Should I stay…

Nora, Former Stagiaire

"There are plenty of opportunities for work in Brussels and often in very interesting areas which you simply couldn't get work in elsewhere. The downside is the bad conditions young newly-qualified workers have to accept, namely pay or lack thereof! Unless you have one to two years' work experience, most private companies will insist on taking you on an internship basis for anything from three months to a year, or even more. Many of these internships are unpaid; the best ones pay a little more than a stage in the EU Institutions. Law firms are the exception here. They often take on unqualified law graduates as stagiaires for six months to a year, but they're usually relatively well-paid.

The thing about low-paying internships is that they're often the only way into an organisation or particular sector. If you can find one which pays enough to break even, it's worth it for a few months as a way of getting good experience, making contacts and hopefully being offered a job after! The other thing which stands out is the quality of candidate these jobs attract. It might seem crazy to an Irish person in their late twenties/early thirties with Bachelor's degrees, Master's degrees, even PhDs and years of internships under their belt to apply for a three month unpaid post, but it's utterly normal for many Italians, Germans and other nationalities.

Before I paint too bleak a picture though, it is worth remembering how well-received Irish graduates/stagiaires are in most companies and organisations. It's hard to overstate the advantage of being a native English speaker. In addition, Irish university degrees are held in pretty high regard, graduates tend to be young and have a reputation for being hard-working, enthusiastic and, generally, just well liked. In the networking capital of Europe, traits like that often really appeal to employers!

As for finding a job, often the hardest part is finding out that the job exists. Signing up to an agency is one way to start the job hunt e.g. Eurobrussels or Start People. The problem is, because these are so popular there are always big numbers of applicants for every decent offer. The online EU paper, www.euractiv.com, is another good source of job advertisements. It can be the case that companies and organisations will only advertise on their own website which means you have to already be aware that they're there.

If you're looking at lobbying either for private companies or NGOs, one way to get a comprehensive list of people to contact is to check the Commission's registry of lobbyists and then check their individual websites. Even if there's no position advertised, it's often worth sending in a CV stating your interest. The same goes for MEPs, think-tanks and

large companies. For the latter it could be worth looking at every large company which has a base in Brussels (everyone from Panasonic to Levi's to Toyota has an office here) and seeing if they need people in their public affairs or legal section or whatever other area you plan to go into.

As for eligibility for jobs, many advertisements, though not all, will stipulate a Master's degree in a relevant area. Most will look for more than one language, usually English and French. That said, more often than not the office language tends to be English. It's also pretty common to see a requirement of 'experience in a community Institution' which is when the stage really reveals its use! It can take a while to find something interesting so it's usually not a bad idea to start looking before your stage ends. Also, feel free to ask officials in your unit for any suggestions or recommendations. They will probably have contacts and, in my experience, most are more than happy to make an introduction and usually give you a plug as well.

The problem with the Brussels job scene is that it's a buyer's market so you do have to sell yourself and don't sell yourself short. The opportunities and jobs here are impossible to find in most other cities. You just have to keep an eye out for what's going on. Keep yourself open to suggestions and new people and there's every chance of finding a perfect job."

Tip: If you attend conferences or seminars on European issues, ask for a copy of the speaker's business card and keep it on file for the future.

Ask them if you can take them for coffee to talk about their career and experience. This may not get you a job in a direct sense, but you'll probably come away with new leads and fresh ideas.

Opportunities often arise by chance. You'd never know who might think of recommending you for a position in the future, particularly if you've gone to the effort of setting up a meeting with them previously. Try and join some networks relevant to your area of work or interests. meetup.com offers a huge range of options.

3. Another Traineeship?

Traineeships have their place in the world of work, and can certainly be an excellent way to get useful work experience. However there are many employers who take advantage of young workers. Remember that by their very nature, traineeships should have a "training" dimension, and should contribute to progress in the professional development of trainees. Don't be afraid to have and maintain high standards. Look at European Movement Ireland's website for job and stage opportunities. By becoming a member of the organisation, you can receive frequent updates about European affairs, including employment opportunities.

4. Why Not Try Volunteering?

What better way to add to your achievements than by giving something back to your new community? Not only will you help your fellow citizens and add to your skill set, but you'll also build on your CV. Furthermore, volunteering is an excellent way to fill your time when you're between jobs.

It's worth remembering that volunteering opportunities can come in many shapes and sizes. You can gain valuable experience even by helping to organise an exhibition or festival. Donating your time to a cause will show that you are a proactive and determined person. These are qualities that are always attractive to employers.

5. Make A Wish List

Make a list of all employers you'd like to work for, and devise ways of arranging meetings with them. Joining a young professionals network like Young Professionals in Foreign Policy (YPFP) can help in this process. It is also worth keeping an eye on activity in the Facebook groups of the various stage programmes, where jobs are often advertised.

Considering how many applications they receive by email, it might be worth cold-calling some employers to see if they have any vacancies. This will mark you out as someone who is pointedly applying for a particular organisation, rather than someone who is applying to anyone and everyone. Likewise, if you start the process by sending a CV, consider following up with a phone call.

You might find some more useful tips and suggestions on the following websites:

- EurActiv
- EM Ireland Jobs List
- EuroBrussels
- European Volunteer Centre
- European Youth Portal
- Young Professionals in Foreign Policy
- Voluntary Service International
- European Solidarity Corps

Turning a Stage into a Job

Louise, Stagiaire, European Parliament
"In my experience, it's vital to make professional connections and meet as many people in your area of interest as possible, if you want to find a job in Brussels.



During my traineeship I tried to take full advantage of the opportunity to get exposure to new ideas and to meet people in my field, by going to conferences and events as much as possible. Apart from improving my knowledge of the relevant policy area, I found that the 'networking' opportunities they presented allowed me to make professional connections I never would have made otherwise. These contacts turned out to be crucial for me: after months of job-hunting and interviews where I was just one of many candidates, somebody I had met at a conference got in touch to say that her office was about to start recruiting... and the rest is history!w

I believe that this is where the importance of making professional connections and meeting people really came into play in my job-search; I heard about a vacancy I might not have heard about otherwise, and early on in their recruitment process too. In saying that though, there's no "one size fits all" formula, so what worked for me might not be right for you. However, professional connections will always be important, so it helps to be aware that there are lots of different ways to make contacts here, besides the standard networking at conferences etc. The Irish community, for example, is small and close-knit, and having English as our first language gives us a huge advantage that can't be underestimated. Volunteering as an English language editor or a writer for any of the hundreds EU Affairs and diplomatic magazines and websites is another option.

Overall, there's no such thing as a bad opportunity to broaden your network - every little thing helps. Good luck!"

Louise, Stagiaire, European Parliament
"Completing a stage will put you in a great position to find employment, particularly in Brussels. While some stagiaires are kept on for another three months or so as intérimaires, others look for work with the Parliament or the Council. Your time as a stagiaire should help familiarise you with the whole EU setup and help give you an idea of which path you wish to take.

Those who wish to work for the Commission can apply to work as a contract agent. These positions are limited, so the best way to ensure you have a good chance is to enter the

EPSO competitions. Most stagiaires will apply for the AD5 or AST competitions. This involves psychometric testing; a lot of which is done in your second language, which will need to be strong.

For those who wish to go down the private sector route, there is no shortage of trade associations, lobby groups and NGOs located in Brussels with a view to influencing EU policy. Your insider experience and familiarity with the EU is highly valued in these kinds of organisations and there is such a wide range of them in Brussels that any area of interest is covered. There are also plenty of consultancy firms and research groups in Brussels that are keen to take on stagiaires. There are a huge amount of organisations located in Brussels because the EU is there, and you are very lucky to have experience working inside the European Institutions so be sure to emphasise what you can offer. Being young and energetic doesn't do any harm either!"

Laura, Stagiaire, DGT, European Commission
"The stage is not only an amazing experience but it's the ideal starting point if you want to have a career in the EU Institutions.

I remember at the 'Welcome Conference', this guy, past stagiaire I think, saying not to waste this opportunity – referring, of course, to all the events, nights outs and trips away that would be organised! Don't get me wrong, the social aspect of your stage will be (and I'm talking from experience here) an integral part of your five months in Brussels. However, if you are serious about forging a career in the EU then it will pay dividends to put in the hours at work.

When people think about jobs in the EU, they automatically think 'EPSO', 'Open Competitions', etc. While this is true if what you're after is permanent civil service employment, there are also other types of contracts offered which do not involve the arduous process associated with the 'Open Competitions', e.g. interim contracts and temporary contracts.

I finished my stage in DGT (Irish translation) at the end of February and on the 1st of March I began work as an interimaire with 'The Publications Office of the European Union' in Luxembourg. The job entails proofreading the Irish language version of the 'Official Journal', as well as other general publications of the EU.

It is because of the network of people that I became acquainted with during my time in Brussels that I came to hear about the position, and it is because of the wealth of experience I obtained on my stage (I was required to sit a proofreading exam) that I passed

the exam and was offered the position.

Brussels, being at the heart of the EU, is in my opinion THE place to be if a job in the EU is what you're after!"

Mary-Kate, Stagiaire, Council of the EU
"Very early on in my stage at the Council of the European Union I realised that I wanted to stay in Brussels. I was elected as trainee spokesperson along with three others and having this position behind me really proved invaluable when it came to looking for a job.

I found my job by trawling through Brussels jobs sites – EurActiv jobs, EuroBrussels, Twitter pages, etc - I specifically wanted a job in Political Communication so only applied for jobs in that area. Two days after I applied for my job I was called for interview. There was a written test before the interview, which was new to me. The interview itself was very straightforward and to be honest I walked out of there feeling it could go either way. To my delight I got called for the second interview but had to wait 6 weeks until September! Take note: in August Brussels shuts down so don't expect any interviews to take place!

I used that time wisely however and did as much research on the organisation and its policies as I could. The second interview was much more intense. In total six people interviewed me over a period of an hour and a half. I also had another written test to complete before the interview. Two days later I got a call to say I had the job and, as they say, the rest is history.

So how do you stand out when ultimately everyone who you are competing with is qualified for the job? It's down to the personal touches. Do you do any volunteering? Are you politically active? What hard skills do you have that others may not – Indesign, Photoshop, coding, video editing? Are you well connected in Brussels? Also, and perhaps most importantly, never underestimate the power of being a native English speaker!

Brussels is a great city to live and work in. Out of the eighty or so people who did the traineeship with me, about six of us are still in Brussels. We still meet up nearly every week and I know that I have made some lifelong friends. So my advice to you is that if you are currently doing a stage and think you would like to stick around Brussels afterwards, start working towards that now. Chance your arm and ask high-level officials to meet you for coffee and give you advice, attend all the (relevant!) events you snag an invite to and gradually build your network – it could make all the difference in the end."

Permanent Jobs in the EU Institutions

Now you have paid your dues as a stagiaire, you may be considering applying for a permanent job. For many this will involve applying to the various European Institutions. The application process for these jobs is a little more complicated than most but we have broken it down for you here to make that next career step a bit easier.

The Concours (Open Competition)

All permanent staff for the EU Institutions are recruited through open competitions, commonly referred to as 'concours'. These competitions are organised by the European Personnel Selection Office (EPSO) and offer job opportunities in all the EU Institutions. The roles available are in different fields like Communication, Translation, Interpretation, IT, Finance, etc. Graduates can apply for 'Administrator' profiles, where non-graduates can apply for 'Assistant' or 'Assistant-secretary' profiles. The selection procedures for roles are published at different times of the year.

EU Job Profiles Explained

Administrators (AD)

Administrators play very important roles in the EU Institutions - particularly with regard to drafting new legislation and implementing EU law. Administrator roles vary depending on what EU Institution/DG they are recruited by. Translators and interpreters are also recruited as administrators. During the application process you must choose one of the following areas you would like to work in:

What You Need

- European Public Administration (generalist profile where you may end up working on policy development and administration)
- Law
- Audit
- Communication
- External relations

All candidates must have a degree and meet the EU's language requirements, a challenge for Irish graduates. A degree in any field is often acceptable, some AD posts will look specifically for graduates of math and statistics, law, economics, commerce or accounting – be sure to read the EPSO competition notices carefully for specific requirements. Applicants should also have excellent university grades. A good knowledge of EU policies/Institutions and/or managerial experience will also really add value to your application, as can postgraduate qualifications and a previous traineeship in one of the EU Institutions.

Entry Levels

Entry grades for administrators range from grades AD 5 to AD 16. AD5 is the entry level grade for university graduates. Specialist roles may require higher grades like AD 6 or AD 7 as well as several years of relevant experience. AD 9 to AD 12 is middle management level, which requires previous management experience.

Assistants (AST)

Assistants are involved in the daily function of the EU Institutions. Their responsibilities regularly include budgetary work, computing and document management.
Like that of an administrator, assistants are employed (usually in a supporting role) in the number of different areas, including:

- Secretarial
- Financial
- Administrative
- Research
- Communication
- Policy development and communication

What You Need

Candidates for AST positions do not need a third-level degree to apply. However, they do need meet the language requirements of an EU official, have relevant experience and a recognised second level qualification.

Entry levels

Entry level grades for Assistants range from AST1-AST11. These grades are based on experience - the higher the grade you work at, the higher the salary you'll receive, and the longer you work in the EU the higher your grade becomes. Common entry level for assistants is AST 1 to AST 3, however AST 3 requires several years of experience.

Specialist Profiles

Permanent officials with very specific skills and experience are regularly recruited by the EU under 'specialist profiles'. These include the following:

- Nurses
- Scientific researchers
- Nuclear inspectors
- Specialists in food safety
- Computer scientists
- and many more….

The competition stages for specialist profiles vary slightly to that of non-specialist administrators. Instead of computer-based tests at stages two and three, applicants have what the EU calls a 'CV sift' where their CV and previous experience is examined. The recruitment time for specialists also takes close to nine months.

Where To Apply:

EPSO competition notices for different specialist profiles are advertised throughout the year where you will find the specific requirements listed.

Current opportunities can be found in EPSO's planning map for Competitions: epso.europa.eu/

Selection Procedures

EPSO is responsible for recruiting staff across the EU Institutions and agencies. Each institution recruits its staff from a centralised pool of applicants.

All applicants need to meet at least three general eligibility criteria:

- enjoy full rights as a citizen of a Member State of the EU,
- have fulfilled any obligations imposed by national laws concerning military service,
- meet the character requirements for the duties concerned.

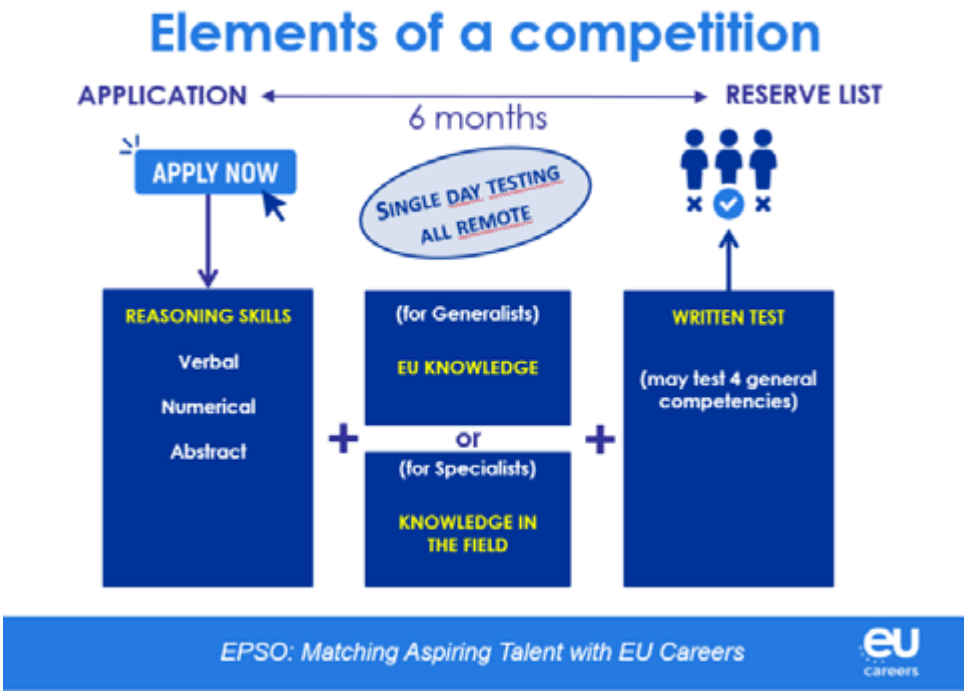
EU institutions, agencies and bodies may add additional eligibility criteria. Candidates also need to meet specific requirements, as set out in the Notice of Competition, Call for Expressions of Interest or Vacancy notice.

Language Requirements

You need to have the required level of at least two EU official languages for the selection procedure for which you are applying. You can find the specific language requirements in the respective Notice of Competition, Call for Expressions of Interest or Vacancy

Notice. Different levels of knowledge are defined in the European Language Levels – Self-Assessment Grid.

Find more details here.



Source: EPSO

On 31 January 2023, EPSO's governing body, the interinstitutional Management Board, decided to drop oral tests from EPSO's selection procedures, as part of a fundamental rethink of the current selection process.

Future competitions will put greater emphasis on candidates' qualifications and on a set of written tests, all to be conducted in one testing session. All tests will be done via remotely proctored testing.

More specific details of the new selection process can be found here.

Permanent Language Jobs in the EU Institutions

Like all the permanent jobs in the EU, permanent language jobs require candidates to first pass the concours organised by EPSO. The competition stages for those who would like to work with languages in the EU Institutions are similar to those already outlined for assistants, administrators, etc., but with some variations depending on the language job profile that is being recruited.

Vacancies in all of the profiles outlined below are announced by a competition notice posted on the EPSO website, which gives full details of the job, the eligibility criteria and the selection procedure. Visit https://eu-careers.europa.eu/en/open-competition-permanent-staff to find all the information

Deireadh ag Teacht le Maolú na Gaeilge

Ar an 1 Eanáir 2022, bhain an Ghaeilge stádas iomlán amach mar theanga oifigiúil oibre de chuid an Aontais Eorpaigh. Seo deireadh le maolú, a bhí i bhfeidhm ar an nGaeilge ó bhí 2007 ann agus a chuir teorainn leis an méid ábhair a d'fhoilsigh Institiúidí an AE trí Ghaeilge. Ó 2015 i leith, tá raon feidhme an mhaolaithe seo á laghdú de réir a chéile de réir mar a tháinig méadú ar an acmhainn aistriúcháin go Gaeilge laistigh d'Institiúidí an AE. Mar theanga oifigiúil iomlán, aistreofar go Gaeilge anois gach doiciméad a fhoilsíonn an AE.

Tá go leor deiseanna oibre ann anois leis an Aontas Eorpach, do chainteoirí Gaeilge, san ateangaireacht, san aistriúchán, sa chumarsáid beartais agus in go leor réimsí nach iad.

Note: The EPSO procedure is currently being updated – the below language roles are available – for more information please visit - epso.europa.eu/en/domain/languages

- Translators
- Proofreaders
- Lawyer-Linguists
- Conference Interpreters

Remember…
Competitions for different areas open at different times of the year so keep an eye on epso.europa.eu/ and ireland.ie/en/eu-jobs/ and europeanmovement.ie for up-to-date information.
More detailed information about each competition is available on the EPSO website epso.europa.eu/en.

Temporary Jobs in the EU Institutions

Temporary or contract agents cover a variety of tasks and expertise for periods ranging from a few weeks to often several years. These contracts offer a perfect opportunity to get great work experience in a multilingual European environment.

Learn more about these roles here:
Temporary Contracts
Contract Staff (CAST Permanent)





Seconded National Experts (SNEs)

SNEs work at the EU Institutions on a temporary basis and usually come from the civil service of EU Member States. Experts from international organisations and universities are also sometimes recruited. The idea behind the programme is that these national experts will share their experiences and expertise in particular policy areas with EU staff and in return will take back knowledge of EU policies and processes to their national administrations.
In order to become an SNE, candidates must have at least 3 years work experience. National employers still pay SNEs their salary throughout the duration of their secondment; however the EU offers compensation for the extra costs of living abroad.

If you are interested in becoming an SNE, your first port of call should be with your national Permanent Representative to the EU, who will be able to advise you on current opportunities.

For more information, visit publicjobs.ie and type 'Seconded National Experts' into the site's search bar.

Have we missed, mistaken or misinterpreted something?
If you have comments on this book, we'd love to hear from you. We're always looking for new information and opinions on life in the Eurobubble, so would greatly appreciate your advice. Send us an email to eucareers@europeanmovement.ie and we'll do our best to include your feedback in the next edition of The Green Book.

Get involved with European Movement Ireland in Dublin! We are a not-for-profit organisation. European Movement Ireland's mission is to build a pro-EU public movement so that Ireland continues to contribute to shaping and sustaining a peaceful, progressive, democratic EU with economic and social benefits for all.

We work to strengthen public engagement so that people are empowered and equipped to participate in EU Affairs. Join the EM Ireland in Dublin to avail of a range of membership benefits, including regular ebulletins offering analysis of topical EU issues, bespoke research services, EU career advice and invitations to expert briefings, members events and networking opportunities. Learn more about membership at europeanmovement.ie/membership



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