

TRAINEESHIPS 2026

CALL FOR APPLICATIONS FOR TRAINEESHIPS AT THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

EUOSHA/TR/25/02

Come join EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of Bilbao, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention. Further information on our activities can be found on our website: <http://osha.europa.eu>

In our vibrant and respectful multicultural environment, we offer trainees a meaningful learning and development experience by involving them in day-to-day tasks and project work under the guidance of a dedicated supervisor.

Learning by doing and learning from others are at the heart of your future **paid** traineeship experience!

What's next?

We are launching a **selection process for eight exciting traineeship opportunities** — seven based at our headquarters in Bilbao and one at our Liaison Office in Brussels.

This is your chance to gain hands-on experience in an EU Agency, contribute to projects that make a real impact on people's working lives, and grow in an international and supportive environment.

Interviews are tentatively planned for **late 2025 to early 2026**, with traineeships starting in **March–April 2026 in Bilbao** and **March or September 2026 in Brussels**.

1. TRAINEESHIP DESCRIPTION

Candidates are invited to apply for **one** of the traineeship opportunities listed below. Further information about each Unit and the trainees' tasks can be found in the Annex.

1.1. Prevention and Research Unit (PRU)

- Area 1 – Occupational Safety and Health

1.2. Resource and Service Centre Unit (RSC)

- Area 2 – Procurement
- Area 3 – Facility Management

1.3. Communication and Promotion Unit (CPU)

- Area 4 – Information and Communication Technologies (ICT)
- Area 5 – Network Communications
- Area 6 – Digital Communication and Media

1.4. Network Secretariat Unit (NET)

- Area 7 – Stakeholders and Governance
- Area 8 – Relations with EU institutions and other stakeholders

2. TRAINEESHIP OVERALL SCOPE

The EU-OSHA traineeship programme is addressed to young university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at EU-OSHA are:

- To provide trainees an understanding of the objectives and activities of the Agency.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of EU-OSHA. To provide the opportunity to benefit from a learning experience within a diverse, multi-cultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
- To enable trainees to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

For detailed information on the EU-OSHA traineeship programme, applicants are advised to read carefully the [Rules Governing the EU-OSHA Traineeship Programme](#).

3. TRAINEESHIP DURATION

Traineeship agreements are initially offered for a period of six months with the option for extension for up to six more months.

Traineeship agreements begin on the 1st or the 16th of the month.

4. ELIGIBILITY CRITERIA

To be considered eligible, applicants must satisfy all of the following requirements on the closing date for submission of applications.

- **Nationality:** be a national of one of the Member States of the European Union and Iceland, Norway and Liechtenstein (parties of the EEA agreement)
- **University diploma:** have completed the first cycle of a higher education course (i.e. university education of minimum 3 years duration) and obtained a full degree or its equivalent by the closing date for applications.
- **Languages:** in order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately,
 - applicants from Member States of the European Union must have very good knowledge of at least two official languages of the European Union¹, of which one must be English, as English is the main vehicular language within EU-OSHA;
 - applicants from Iceland, Norway and Liechtenstein must have very good knowledge of English, as English is the main vehicular language within EU-OSHA.

¹ Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

5. APPLICATION PROCEDURE

Candidates must submit their application, in English, through the Agency [eRecruitment tool](#) by no later than **24 November at 13h00**, Bilbao time.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the website.

6. SELECTION PROCEDURE

EU-OSHA makes its selection of trainees on the basis of the applications received as per this call.

Candidates are screened on the basis of educational background, qualifications, competences, and motivation by at least two members of staff (Heads of Unit and/or delegated colleague(s)). Applications that best meet these criteria will then undergo a further review, with HR Section support, to ensure they meet all required eligibility criteria listed under point 4 above.

Short-listed candidates will be contacted for an online interview in order to check their competences, motivation, availability, language skills, and to discuss reciprocal expectations.

At the end of the process, the Heads of Unit and/or delegated colleague(s) establish a shortlist with the most suitable candidates to be proposed to the Executive Director. The Executive Director will take the final decision on the traineeship agreement(s) to be offered.

All candidates having participated to an interview will be informed about the outcome by the HR Section.

7. REQUIREMENTS PRIOR TO THE START OF TRAINEESHIP

Successful candidates receiving and accepting the traineeship offer need to provide supporting documents and certificates required by HR Section within the indicated deadline.

Before the traineeship agreement is signed and thus before commencement of the traineeship, they are required to provide the following documents:

- A proof of nationality;
- A photocopy of all diplomas, academic qualifications/degrees obtained. For ongoing studies, an official declaration from the relevant university must be provided;
- A photocopy of employment certificates, if applicable;
- An excerpt from the police record;
- A medical certificate confirming that they are “fit to work”;
- A statement indicating whether they are gainfully employed;
- A photocopy of health and accident insurance for the duration of the traineeship (EU insurance card is a common use). Sickness and accident insurance is mandatory. Trainees are responsible for organising their own insurance against accidents along with health cover and any insurance required for themselves and family members (where applicable) for the duration of their traineeship.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attaches, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship

Only once the above has been ascertained and once all requested documents have been received can a traineeship agreement be confirmed.

8. BASIC ALLOWANCE AND REIMBURSEMENT

Trainees are awarded a monthly allowance set on a yearly basis and subject to an annual revision. Currently, a trainee allowance is at 1.493,36 EUR/ month.

Upon presentation of the proper justification, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance. HR Section may consult the Agency's medical services if necessary.

Trainees whose address (as, in principle, indicated in their application form) at the beginning of the traineeship is more than 50 km from the place of traineeship are entitled to a reimbursement of the travel expenses incurred at the beginning and end of the traineeship.

9. EQUAL OPPORTUNITIES

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the traineeship. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

10. DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information, please follow this [link](#).

ANNEX

EU-OSHA TRAINEESHIP AREAS

1. PREVENTION AND RESEARCH UNIT (PRU)

The Prevention and Research Unit is responsible for the Agency's technical, scientific, and economic information on Occupational Safety and Health (OSH). This information is used both to inform policymaking in the EU and its Member States and to raise awareness about OSH. We cover many different areas, as can be seen on the EU-OSHA website and in our Strategic Programme Documents and Annual Workplan. In 2026-2027, among others, we will continue working on three major research activities (called OSH Overviews) started in 2025, on work-related cardiovascular diseases, on occupational exposures to cancer risk factors, and on the impacts of climate change on OSH.

The PRU is interested in welcoming one trainee in the following area:

Area 1 – Occupational Safety and Health

The PRU (18 staff members) is looking for a dynamic and motivated trainee to join its multidisciplinary team. The trainee will contribute to projects related to work-related cardiovascular diseases, cancer risk factors, and the impact of climate change on occupational safety and health (OSH).

Main Tasks:

- Support project managers in mapping data availability, collecting and analysing quantitative and qualitative data, and gathering information on OSH risks, exposures, and prevention measures. Contribute to identifying gaps, needs, and success factors in these areas and assist in communicating research findings to key stakeholders.
- Assist in drafting briefs, articles, and presentations and contribute to the preparation and review of various information materials aimed at policymakers, trade unions, employers' organisations, OSH experts, and workplace actors.
- Participate in the preparation of public procurement procedures related to PRU's activities and support general project coordination tasks.

Learning Opportunities

This traineeship offers hands-on experience in research, policy support, and communication on occupational safety and health within a European institutional context. The trainee will gain insight into how evidence-based information contributes to policymaking, awareness-raising, and the prevention of workplace risks.

We are seeking a candidate with academic background or experience in occupational safety and health, public health, or a related scientific field, and a strong interest in dangerous substances (chemicals, substances generated by work processes such as dust, gas or aerosols, or biological agents that pose a risk to workers' health or safety).

Location: Bilbao (Spain)

Starting date: April 2026

2. RESOURCE AND SERVICE CENTRE (RSC)

The Resource and Service Centre Unit is composed of 18 professionals from diverse backgrounds and is the administrative heart of the Agency. In line with EU-OSHA's new strategy for 2025-2034, RSC provides essential support and guidance services for the achievement of the operational objectives of

the Agency. This Unit covers a wide range of services in the areas of finance and budget, procurement and contract management, human resources management, internal control coordination, document management, and facility and environmental management.

The RSC is interested in welcoming one trainee within each of the following areas:

Area 2 - Procurement

The Procurement Team (3 staff members) is looking for a motivated trainee to join its collaborative and rules-driven environment. The team centralises all procurement activities of the Agency in close coordination with the operational Units. The trainee will have the opportunity to gain practical experience in public procurement procedures and contract management within a European institutional framework.

Main Tasks:

- Support the team in the execution of the annual procurement plan, contributing to the preparation, launch, and monitoring of procurement procedures.
- Assist in drafting contracts, ensuring their timely processing and signature, and maintaining accurate documentation throughout the procurement lifecycle.
- Gain hands-on experience with EU public procurement rules, digital procurement tools, and internal administrative processes.
- Provide support to related legal and administrative activities of RSC, including those concerning data protection.

Learning Opportunities

This traineeship offers an excellent opportunity to understand the full public procurement cycle. The trainee will develop practical knowledge of EU procurement legislation, administrative procedures, and digital tools used in this field.

We are looking for a candidate with academic background and/or interest in public procurement, EU law, or related areas, who is eager to learn and contribute to the Agency's operations in a dynamic international environment.

Location: Bilbao (Spain)

Starting date: March 2026

Area 3 - Facility Management

The Facility Management Team (2 staff members) is looking for a motivated trainee to join its proactive and service-oriented environment. The team oversees a wide range of services ensuring the smooth operation of the Agency's premises, including building maintenance, staff facilities, security, greening, and environmental sustainability initiatives.

Main Tasks:

- Contribute to the implementation of the Agency's Environmental Management System, assisting in the preparation of the environmental dashboard, and supporting sustainability reporting and related communication activities.
- Assist with the daily management of facility-related services, including the security of the building and staff, as well as covering the needs of staff in relation to furniture and other office material.
- Participate in the planning and implementation of environmental and greening projects, helping to promote sustainability within the Agency.

Learning Opportunities

This traineeship offers practical experience in environmental management, sustainability reporting, and facility operations within a European institutional context. The trainee will gain insights into the daily

functioning of an international organisation's infrastructure and contribute to advancing its environmental performance.

We are seeking a trainee with academic background or interest in environmental management, sustainability, or related fields, and a genuine passion for greening and sustainable practices.

Location: Bilbao (Spain)

Starting date: April 2026

3. COMMUNICATION AND PROMOTION UNIT (CPU)

The Communication and Promotion Unit is responsible for both the public face of the Agency and for meeting its ICT requirements. The Unit's activities include:

- Awareness raising and campaigning across more than 30 countries and in 25 languages.
- Developing, maintaining multilingual websites and data visualisations.
- Multilingual publishing and the production of audiovisuals and films.
- Media relations and social media.
- Network communications, building and maintaining communication partnerships by facilitating partners at EU and national level to act as intermediaries to amplify our work and messages through the development of events and conferences.
- Developing and maintaining the Agency's ICT infrastructure while managing a wide range of IT development projects.

The CPU is interested in welcoming one trainee within each of the following areas:

Area 4 – Information and Communication Technologies (ICT)

The ICT Section (5 staff members) is looking for a motivated trainee to join its dynamic and innovative environment. The trainee will contribute to a variety of digital and technical projects supporting the Agency's information systems and online services.

Main tasks:

- Contribute to the implementation of web and ICT projects, supporting the maintenance and continuous improvement of the Agency's websites and digital platforms.
- Assist in enhancing the Agency's BI dashboard and in preparing reports for the ICT Section.
- Support the integration of AI technologies to optimise internal processes and digital solutions.
- Collaborate in the preparation of ICT documentation and participating in Calls for Tender.

Learning Opportunities

This traineeship offers valuable experience in ICT project management, web technologies, and data analysis within a European institutional context. The trainee will work alongside experienced professionals, gaining insight into the digital transformation of public sector organisations and the use of innovative tools such as AI and Business Intelligence systems.

Location: Bilbao (Spain)

Starting date: March 2026

Area 5 – Network Communications

The Network Communications Team (4 staff members) is looking for a motivated trainee to join its dynamic and collaborative environment. The trainee will contribute to the coordination, communication

and monitoring activities linked to the FAST (Focal Points' Assistance Package) Project and related events organised at national level.

Main tasks:

- Monitor the 2026 FAST project, supporting the follow-up of national events, liaising with stakeholders and contractors, extracting data from Power BI and preparing visual presentations on statistics on the project's implementation.
- Prepare for the FAST 2027 edition, assisting in formatting and updating documents and presentations and supporting stakeholder coordination.
- Maintain and update the stakeholder contact database.
- Summarise OSHVET initiatives/good practices into a PowerPoint catalogue (per year, country, type of initiative).
- Contribute to the planning and organisation of corporate events and exhibits in Bilbao and Brussels, as well as online and hybrid events. Assist with speaker coordination, invitation and registration processes, and logistical follow-up with the internal team and contractors.
- Participate in the planning, monitoring, and reporting of all campaign and event-related processes.

Learning Opportunities

This traineeship offers practical experience in communication, project coordination, and event management within a European context. Working alongside an experienced team, the trainee will gain insight into stakeholder engagement, data-driven reporting, and the management of large-scale initiatives.

Location: Bilbao (Spain)

Starting date: March 2026

Area 6 – Digital Communication and Media

The Digital Communication and Media Team (4 staff members) is looking for a motivated trainee to join its creative and collaborative environment. The trainee will contribute to the development of communication materials and tools that enhance the visibility and consistency of EU-OSHA's corporate communication.

Main Tasks:

- Contribute to the drafting, reviewing, and refinement of content for the in-house Editorial Style Guide.
- Support the development of content for corporate publications and other promotion materials and activities.
- Assist in the design and structuring of Word templates to ensure visual and editorial consistency across documents and publications.
- Provide assistance in media relations and press activities.
- Work closely with team members to gather feedback, identify opportunities for improvement, and contribute to the enhancement of communication tools and processes.

Learning Opportunities

This traineeship offers hands-on experience in digital communication, media relations, and content development within a European context. The trainee will gain valuable insights into editorial standards, visual communication, and the production of high-quality corporate materials as part of an experienced and supportive team.

Location: Bilbao (Spain)

Starting date: March 2026

4. NETWORK SECRETARIAT (NET)

The Network Secretariat oversees the strategic and operational networking with the Agency's stakeholders and with important partners at national, EU and international level. Regular meetings with the Management Board and with national Focal Points are organised in order to plan, implement and evaluate the Multiannual Strategic Programme and the Programming Documents. The Brussels Liaison Office ensures that constructive relationships are maintained with the EU institutions, social partners and other key stakeholders.

The NET is interested in welcoming one trainee within each of the following areas:

Area 7 – Stakeholders and Governance

The Quality Team (3 staff members) is looking for a motivated trainee to join its analytical and collaborative environment. The team plays a central role in ensuring the Agency's governance and performance frameworks operate effectively, covering areas such as Management and Executive Board coordination, programming, monitoring, reporting, performance assessment, evaluations and stakeholder surveys.

Main Tasks:

- Support the implementation of the performance monitoring system linked to EU-OSHA's Strategy 2025–2034, including data collection and analysis (e.g. citation searches).
- Contribute to the development of a digital system for collecting and reporting data related to programming, monitoring, and reporting processes.
- Assist in designing and conducting stakeholder surveys.
- Attend meetings on behalf of the Quality Team, prepare summaries and follow-up notes, and support the team in other governance, planning, and reporting activities.

Learning Opportunities

This traineeship offers practical experience in performance monitoring, programme evaluation, and governance processes within a European institutional context. The trainee will gain insight into how quality management and evidence-based evaluation contribute to organisational performance and strategic decision-making.

We are seeking a candidate with an academic background in social sciences and quantitative methods, strong analytical skills, and an interest in the field.

Location: Bilbao (Spain)

Starting date: March 2026

Area 8 – Relations with EU institutions and other stakeholders

The Brussels Liaison Office (BLO) represents the Agency in Brussels and is led by the BLO Manager, with whom the selected trainee will work closely. The BLO maintains relations with the EU institutions—including the European Commission, the European Parliament, the Council of the EU, and the European Economic and Social Committee—and promotes the Agency's work among key stakeholders, such as the European Social Partners within the framework of the European Social Dialogue.

Main Tasks:

- Assist in the daily operations of the BLO, including handling inquiries, managing correspondence, supporting logistics, and interacting with visitors and stakeholders.
- Monitor and report on relevant developments in EU institutions and policies.

- Conduct research and prepare briefings to support meetings, events, and stakeholder engagement activities.
- Attend meetings and events with EU institutions, social partners, and professional associations; take minutes and draft concise summaries of key outcomes.
- Contribute to identifying and researching relevant stakeholders and organisations, and assist with the organisation of meetings, media events, and campaign initiatives in Brussels.
- Maintain regular and systematic communication with colleagues based in Bilbao, ensuring smooth coordination between the offices.

Learning Opportunities

This traineeship offers a unique opportunity to gain first-hand experience in EU affairs, stakeholder engagement, and institutional communication within a European public sector environment. Working in a small but highly connected office located within DG EMPL alongside other EU agencies, the trainee will develop valuable skills in policy monitoring, networking, and strategic communication.

We are seeking a highly motivated and proactive trainee with an interest in EU institutions, public policy, and stakeholder relations, eager to work in a dynamic, international setting.

Location: Brussels (Belgium)

Starting date: March or September 2026 (The starting date will be communicated at the interview stage)