

Traineeships 2023

Digital communication

Help build a more effective, accountable, transparent and ethical administration in the EU

The European Ombudsman is an independent and impartial body that works to promote good administration at EU level. The Ombudsman investigates complaints about maladministration by EU institutions and bodies, and also proactively looks into broader systemic issues.

Our guiding principles are accountability, transparency, and trust.

Equal opportunities

The European Ombudsman is an equal opportunities employer and welcomes applications from anybody who meets the eligibility criteria and required qualifications. We will try to accommodate the needs of applicants with disabilities.

1. 2023 traineeships

We invite you to apply for a traineeship starting on **1 September 2023**. We offer paid traineeships of one year, subject to a positive assessment of the trainee's performance.

For the digital communication profile, the Ombudsman is offering one traineeship.

2. Eligibility criteria and required qualifications

Candidates should be nationals of a Member State of the European Union or of an accession/candidate country.

Candidates should not have benefitted, for more than eight consecutive weeks or two full months, from a previous paid traineeship or work contract in a European institution, body, agency, office, service, delegation, representation, including the office of a Member of the European Parliament or of a European political group.

They should have a thorough knowledge of one of the official languages of the EU and a very good knowledge of another. The main working language of the Ombudsman's office is English and therefore a very good knowledge of English is required.

Candidates applying for traineeships in digital communication should have a university degree or diploma of at least 3 years in communication, journalism, media design or equivalent, with focus on online media and/or digital marketing.



Applications from candidates with a university degree or diploma in a field other than the ones listed above, but coupled with proven expertise and/or prior work experience in digital communication, will also be taken into consideration.

3. Selection criteria

Candidates should fulfil one or more of the following specific selection criteria:

- Very good understanding of social media and online communication;
- Strong knowledge in creating and editing assets for online use (including but not limited to short video clips from pre-existing content, visuals for social media, simple infographics); Ability to draft texts for social media and web is a strong asset;
- Knowledge of Illustrator and Premiere Pro; Knowledge of other Adobe Suite software such as After Effects, Photoshop is a strong asset;
- A good understanding of the challenges related to content production for EU institutions and an ability to communicate complex matters simply, visually and creatively.

In addition, candidates should have:

- understanding of the role of the European Ombudsman;
- understanding of the EU institutions;
- drafting skills in English;
- drafting skills in another official language of the European Union.

4. Responsibilities and tasks

As a trainee in digital communication, you will:

- Assist with digital communication-related tasks with a focus on creating assets for social media and online campaigns (LinkedIn, Instagram, Twitter, Medium, scrollable web stories made with Vev, etc.);
- Contribute to the implementation of the Unit's strategy by proposing, producing and editing online and offline content;
- Assist in the production of analytics reports on press and social media performance;
- Assist in other communication activities, such as event organisation, newsletter and publication production;
- Draft minutes of meetings.

5. Selection procedure

Applicants must submit their applications in the online application system of the website of the European Ombudsman.

Applications should include the following documents:

- a completed online application form;
- an English version of the applicant's curriculum vitae;



- a one-page cover letter in English explaining the reasons and the motivation for applying for the traineeship;
- copies of the applicant's relevant diplomas, degrees, or certificates (copies do not need to be certified or translated).

The provision of information requested when applying online, and of the supporting documents, is obligatory. Incomplete applications will automatically be excluded from the registration system.

!!!Your application does not have to include a reference letter.

Please be aware that there is no requirement for a reference letter despite the online application tool showing a field for a reference letter.

Following the assessment of the applications and their supporting documents, longlisted applicants will be invited to take a written test.

Shortlisted applicants will be invited to an interview through a video-calling tool.

In case an applicant with a disability is selected, the applicant will be provided, if needed, with reasonable accommodation at work to be able to carry out the tasks.

The Ombudsman's Office will inform applicants of their results at each step of the selection procedure. The final results will be communicated to the selected candidates on **30 June 2023**, at the latest.

6. Place of work

Brussels

7. Deadline for applications

You must submit your application through the online application system on the Ombudsman's website by **24 March 2023 (13:00 Brussels time)** at the very latest.

Please, avoid waiting until the last minute to send a full application. Carefully read the rules and prepare the required scanned documents in advance, before starting the registration process.

For general information on traineeships, their aim, duration and monthly grants, see the [Decision of the European Ombudsman concerning traineeships](#).

For general information on the processing of your personal data, see <https://www.ombudsman.europa.eu/en/document/en/109434>