EUDA
EUROPEAN UNION DRUGS AGENCY

TRAINEESHIP OFFER

International technical cooperation projects (open to non-EU applicants)

EU4MDII project and EU enlargement project

EUDA

The EUDA is one of the European Union's decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA's mission focuses on contributing to EU preparedness on drugs through four main actions:

Anticipate: We anticipate future drug-related challenges and their consequences.

Alert: We alert in real time on new drug risks and threats to health and security.

Respond: We help the EU and its Member States strengthen their responses to the drug phenomenon.

Learn: We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit https://www.euda.europa.eu/

Traineeship offer

The main aims of traineeships at the European Union Drugs Agency (EUDA) are to give recent university graduates the opportunity to:

a. experience the general objectives and process of European integration;

b. acquire practical knowledge of the workings of a European agency;

c. gain practical experience and knowledge of the day-to-day work of the EUDA and its units;

d. work in a diverse and multilingual environment, contributing to the development of mutual understanding, trust and tolerance;

e. put into practice the knowledge they have acquired during their studies or professional careers.

The profiles below describe the traineeship opportunities available for the 2027 intake. For each profile, the main duties are outlined, followed by information on requirements, application submission and traineeship conditions.

Profiles and main duties

TR/2027/16: Partnerships and innovation unit (P&I), International cooperation sector (ICS), EU4Monitoring Drugs II (EU4MDII) project (https://www.euda.europa.eu/activities/eu4md-ii_en)

- Contribute to preparing outputs for the foresight work on the drug situation in the Middle East and North Africa region by 2050.
- Support the preparation of the darknet drugs dashboard for European Neighbourhood Policy (ENP) countries.
- Contribute to the EU4MDII project communication activities, including coordinating the drafting of newsletters, news items and short promotional materials.
- Support the organisation of meetings and workshops involving participants from the ENP region.
- Support implementation of the signal management activities and literature reviews to inform and draft internal briefings and project proposals in the field of international cooperation at the EUDA.

TR/2027/17: Partnerships and innovation unit (P&I), International cooperation sector (ICS), EU enlargement project (https://www.euda.europa.eu/about/partners/cc_en)

- Support the preparation of the annual workplans with all Western Balkan partners.
- Support the EUDA work on open-source information and data retrieval in the Western Balkan region.
- Support the preparation of presentations and publications based on health and/or security data from the Western Balkans.
- Support implementation of the Foresight exercise with the project beneficiaries.
- Support the organisation of face-to-face and online meetings and training workshops, including the drafting of agenda and background documents.
- Contribute to the Enlargement project communication activities, including support to the drafting of the newsletter, news items and possible promotional materials;
- Contribute to updating the Roadmaps for enlargement partners (if applicable).

1. Job requirements

1.1. Eligibility requirements

Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.

General requirements

- Have fulfilled any obligations imposed by the applicable laws concerning military service.
- Be physically fit to perform the duties of the post.

TR/2027/16: Partnerships and innovation unit, International cooperation sector, EU4MDII

- Be a national of Azerbaijan, Algeria, Armenia, Egypt, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestine ([1]), Tunisia or Ukraine.

TR/2027/17: Partnerships and innovation unit, International cooperation sector, EU enlargement project

- Be a national of Albania, Bosnia and Herzegovina, Kosovo ([2]), Montenegro, North Macedonia or Serbia.

Education requirements

- Trainees shall have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications. Candidates must provide copies of diplomas or the relevant official certificates for all university or post-university studies declared in their application. Where studies are declared to be ongoing, an official declaration from the respective university must be provided.

  The EUDA shall only accept qualifications that have been awarded in EU Member States. Candidates who hold a degree awarded in a non-EU country must provide the EUDA with an equivalence certificate (ENIC-NARIC

([1]) This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.
([2]) This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

certificate) issued by the competent authority in an EU Member State. Degrees awarded in the United Kingdom up to 31 December 2020 are considered valid.

- Trainees shall have obtained their most recent higher education degree (graduate, postgraduate or doctoral) no more than three years before the deadline for applications.

Language requirements

- The main working language is English. Trainees are therefore required to have a thorough knowledge of oral and written English.

1.2. General requirements

On the basis of the application and, where applicable, an interview

- Ability and willingness to obtain the required permissions (including a visa, if applicable) to stay in Portugal for the full duration of the traineeship.
- A master's degree in public health, public policy, social sciences, international relations, criminology, data analysis or a related field.
- Good Excel skills for data management, cleaning and basic analysis.
- Ability to review, synthesise and present information clearly for analytical or communication outputs.
- Good command of Microsoft tools (Excel, Word, Outlook) and collaborative platforms (SharePoint, Teams).
- Analytical skills: Well-developed analytical skills, demonstrated through the ability to examine complex information, identify relevant issues, evaluate evidence critically, and contribute to informed decision-making through clear and structured analysis.
- Willingness to learn:
    - Strives to understand own strengths and weaknesses.
    - Responds positively to feedback and to constructive criticism.
    - Identifies opportunities to apply lessons learned and improve their performance.
- Ability to work together:
    - Demonstrates cooperation and fosters diversity and inclusion.
    - Offers assistance and help to others.
    - Proactively shares knowledge for the benefit and learning of others on an ongoing basis.

- Self-management skills:
    - Organises own work effectively.
    - Analyses time and plans its execution, setting priorities according to deadlines.
    - Takes responsibility for own results and demonstrates a commitment to achieve their goals.
- Communication skills:
    - Conveys information and opinions clearly and concisely (verbally and in writing).
    - Tailors the message to respond to the needs of the person or persons with whom they are communicating.
    - Uses convincing arguments and solid reasoning to put the message across.
- Entrepreneurship skills:
    - Demonstrates initiative.
    - Takes on new challenges when required.
    - Inspires and encourages others to take action and move ahead.

TR/2027/16: Partnerships and innovation unit, International cooperation sector, EU4MDII

- Familiarity with drug-related issues, drug policy, public health in the ENP region would be an asset.

TR/2027/17: Partnerships and innovation unit, International cooperation sector, EU enlargement

- Familiarity with or interest to learn and use new AI-enhanced tools in practice.
- Familiarity with drug-related issues (e.g. drug markets and crime, public policy and/or public health) in the Western Balkan region would be an asset.

2. Submission of applications

Procedure

- Applicants for a traineeship shall apply through the EUDA e-recruitment tool, which is accessible through this link: https://e-recruitment.euda.europa.eu.

- The EUDA's Human Resources Management Sector (HRMS) will screen applications to ensure they meet the eligibility criteria and will transmit them to the traineeship supervisor. Heads of units will select candidates on the basis of their qualifications, interviews, and case studies which may be organised where necessary.
- Traineeships will be offered to the successful candidates, subject to an agreement on the starting period and length of the traineeship, as well as budgetary availability and visa requirements. The maximum length of the traineeship programme is 11 months. Candidates are requested at the time of their application to provide information on their availability.
- Given the generally high quantity of applications, the EUDA will contact only the successful candidates. Candidates who have not been contacted by the EUDA 2 months after the closure of applications should consider that their application has been unsuccessful.

Deadline for applications

The closing date for the submission of applications is 25/08/2026 at 23.59, Lisbon time.

3. Conditions of traineeship

Location

The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

Remuneration

Trainees in paid traineeships receive a grant of 25 % of the basic monthly salary of a temporary member of staff in grade AD 5 step 1, adjusted by the correction coefficient for Portugal. This corresponds to EUR 1 421.26.

Trainees whose place of origin is outside the Lisbon metropolitan area are entitled to reimbursement of the travel expenses incurred at the beginning and end of the traineeship. The travel expenses are calculated on the basis of the trainee's residence as indicated in the application and based on the most economical route by train (second class), including, where necessary, a sleeper (second class), or air travel if this is cheaper. The travel expenses will be reimbursed only upon presentation of supporting documents.

Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.

All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'privacy statement' as published on the EUDA website at the following link: https://www.euda.europa.eu/about/data-protection_en.

4. EUDA contact

Email: Recruitment@euda.europa.eu

Recruiter: Eilika Schlüter

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