



Call for Applications

EIT TRAINEESHIP

Director's Office and Legal Section

Administration Unit

Innovation & Education Unit

Communication & Engagement Unit

Knowledge and Innovation Communities Department

Ref.: EIT/TR/2026/20

The **European Institute of Innovation and Technology (EIT)** is an independent EU body boosting Europe's competitiveness by strengthening innovation ecosystems to provide support for skills development, innovation and start-ups. With a presence on the ground across all Member States, the EIT has created the EU's largest innovation network, connecting business, education and research organisations in thematic pan-European partnerships called Knowledge and Innovation Communities (KICs). EIT KICs nurture entrepreneurship skills and talent, turn innovative ideas into cutting-edge products and services, and empower startups.

The EIT is launching a call for applications for its traineeship programme for a period of six months for an intake in January 2027¹. The EIT traineeship programme is open to university graduates, not 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. Selected trainees will support the daily operations of the EIT and its various teams: <https://www.eit.europa.eu/about-us/eit-governance>

The place of employment will be **Budapest, Hungary**, where the EIT Headquarters are located. For the Communication & Engagement Unit, there is the possibility for one trainee to be assigned to the EIT Liaison Office in **Brussels, Belgium**.

What does the traineeship offer?

- ✓ Hands-on experience – an opportunity to join the EIT's day-to-day operations and contribute to its inspiring mission as a key player in the European innovation landscape;
- ✓ EU knowledge - insights into policies and processes of an EU body;
- ✓ Opportunity to put knowledge and skills into practice - and develop them further.

What do we expect from you?

- ✓ A proactive and creative mindset;
- ✓ Contribution to our everyday work with fresh insights;
- ✓ Willingness to learn about the EIT and innovation in Europe;
- ✓ Interest in current European affairs.

¹ According to the [rules governing the traineeship scheme of the EIT](#), a traineeship is offered for a period of 6 months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances. More information is set out in Article 13 of the Rules Governing the Traineeship Scheme of the EIT.



1. The job profile

The trainees will work in one of the EIT's three departments indicated below, based on the profile descriptions.

Applicants must indicate up to two (2) areas of interest from the following list:

- Director's Office
- Communication & Stakeholder Engagement
- Finance and Procurement
- Grant Implementation
- Human Resources
- Innovation Capacity & Entrepreneurship Education
- IT & Logistics
- Legal
- Supervision and Monitoring

Applicants are invited to indicate clearly in which area they wish to apply for in the motivation letter of the application.

More information on how to submit an application can be found in section 4.1 below.

1. Director's Office and Legal Section

The trainee will support the Directorate or Legal Section in the implementation of administrative, operational, and project-related activities, contributing to the efficient functioning of the EIT's day-to-day operations.

Trainee assignment:

Director's Office Section:

- Support day-to-day administrative and operational activities of the Directorate.
- Contribute to internal projects and process improvements.
- Contribute to strategic planning, governance, and management processes.
- Assist with internal control and follow-up of audit recommendations.
- Support external relations and representation of the EIT's interests.

Legal Section:

- Contribute to the legal work related to the EIT's grant management and financial legal matters,
- Provide legal support related to EIT and KIC governance,
- Contribute to the handling of access to documents and access to information requests,
- Provide legal input on data protection, including assessments, privacy statements, and records (in line with EU framework and EDPS guidelines).



2. Administration Unit

The trainee may be assigned tasks across key corporate functions, including Finance, Procurement, Logistics, Human Resources and Information and Technology, depending on operational needs and the trainee's background.

Trainee assignment

- Assist with HR processes, including recruitment, performance, learning and development, and staff entitlements.
- Support preparation and analysis of procurement, budgetary, and financial documentation.
- Support ICT-related projects, logistical arrangements and digital tools/administrative systems.
- Conduct legal and policy research, including case law and best practice analysis in the area of EU public administration.

3. Innovation, Education & Communication

The trainee will support the EIT's Innovation, Education & Communications Department in the implementation of strategic, operational, and stakeholder-focused activities.

3.1 Innovation Ecosystem Unit

The trainee will support the Innovation and Education Officers in managing the key pillars of activities of the Knowledge and Innovation Communities (KICs).

Trainee assignment

- Support the development and implementation of EIT education, entrepreneurship, innovation, and business creation initiatives, including EIT Label activities and higher education capacity-building programmes.
- Contribute to strategy development, policy research, concept notes, and administrative management of EIT-led activities.
- Assist in the assessment and monitoring of KIC Business Plans, reports, and programmes, including EIT RIS, Global Outreach, and other initiatives.

3.2 Communication & Engagement Unit

In the Communication & Engagement Unit, the trainee will support communication, stakeholder engagement, and outreach activities, including content creation, digital communications, event organisation, community relations, and the dissemination of EIT achievements and best practices. Through these activities, the trainee will contribute to strengthening the visibility, impact, and engagement of the EIT Community and its stakeholders.

Trainee assignment

- Draft and develop communication materials, including briefings, articles, reports, website content, social media posts, and newsletters.
- Support the organisation of events, workshops, meetings, and conferences, including preparation of reports and meeting minutes.



- Contribute to the dissemination and visibility of EIT activities through digital channels and stakeholder engagement.
- Monitor relevant EU policies, stakeholder developments, media coverage, and institutional activities.

4. Knowledge and Innovation Communities

The trainee will support the EIT's Knowledge and Innovation Communities (KICs) Department in the implementation, supervision, and monitoring of KIC activities and funding programmes.

4.1 Grant Implementation Unit

The Unit is responsible for the multi-annual Grant Implementation following the EIT Funding Allocation to the existing KICs as well as actively contributes to the setting up of new KICs in the framework of the Start-up Grant Agreement, including development of methodologies and guidelines and contribution to other strategic documents.

Trainee assignment

- Contribution to grant management and assurance processes.
- Contribution to assessment of programme performance, compliance and financial monitoring, data analysis, and the development of methodologies and strategic frameworks.

4.2 Supervision and Monitoring Unit:

The trainee may also support activities related to KIC governance, impact assessment, financial sustainability, monitoring and evaluation, periodic reviews, and the establishment of new KICs. Through these activities, the trainee will contribute to ensuring the effective management, accountability, and long-term impact of the EIT's innovation ecosystem.

Trainee assignment

- Support the implementation of the management of knowledge and monitoring systems.
- Contribute to the financial and operational management, supervision, and monitoring of KIC activities and funding allocations.
- Support governance, evaluation, review, and financial sustainability activities related to KICs and the EIT ecosystem.

Assist in the preparation of strategic analyses, briefing materials, and Governing Board documentation and meetings.



2. Requirements: Eligibility criteria

2.1 Nationality

Candidates shall be selected from nationals of the Member States of the European Union (EU)², the Member States of the European Economic Area (EEA), the European Free Trade Area (EFTA)³, and from EU candidate countries (Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia, Türkiye, and Ukraine) and potential candidate country (Kosovo)⁴.

In addition, a limited number of nationals from third countries (including the United Kingdom), other than those listed above can also be accepted, but should not exceed 20% of the total intake of trainees for the year. Candidates from countries other than those listed above in particular should explain in their motivation letter how they will contribute to the EIT's objectives.

The EIT is supporting those Ukrainian residents (recent graduates and young professionals) affected by the war in Ukraine, therefore their applications are encouraged.

2.2 Qualification

Candidates must have completed, by the closing date for applications, the first cycle of university education and obtained a full degree or its equivalent (Annex I of the Rules governing the Traineeship Scheme of the EIT).⁵

2.3 Languages

To fully benefit from the traineeship and to be able to follow meetings and perform adequately, being the working language of the EIT, candidates must have very good knowledge of English corresponding to at least level B2 as defined by the CEFR⁶ (Council of Europe's Common European Framework of Reference for Languages).⁷

2.4 Prior employment

The EIT wishes to offer to as many people as possible the opportunity of in-service training. Therefore, traineeships are only open to candidates who have not:

² Nationals of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden

³ Norway, Liechtenstein, Iceland and Switzerland

⁴ This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

⁵ If shortlisted, and prior to taking up the traineeship, candidates must provide copies of diplomas (or of relevant official certificates), of all university or post-university studies declared in their application. For declared ongoing studies an official declaration from the relevant university must be provided.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, the working language of the EIT. If recruited for a traineeship, presentation of all diplomas declared and, if applicable, official certified translations will be required.

⁶ <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

⁷ If shortlisted, and prior to taking up the traineeship, candidates will be required to provide the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.) regarding the knowledge of languages declared on the application form, other than the mother tongue.



- benefited already or benefit from any kind of traineeship (formal or informal, paid or unpaid) within an European Institution or body (Annex II of the Rules governing the Traineeship Scheme of the EIT); or
- had or have any kind of employment within a European Institution or body, delegation or representation office, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU Institution, body, delegation or representative office;
- had or have any paid or unpaid traineeship or have had employment or other contractual relationship with the Knowledge and Innovation Communities (i.e. the legal entity and partners of 28Digital, InnoEnergy, Climate-KIC, EIT Health, EIT Raw Materials, EIT Food, EIT Manufacturing, EIT Urban Mobility and EIT Water).⁸

Candidates shall inform the EIT of any change in their situation that might occur at any stage of the application process.

2.5 Conflict of interest of applicants

Applications will be rejected if it is established that the applicant is in one or more of the following situations of conflict of interest:

- the applicant had or has prior employment as listed above;
- the applicant is a close family member of an EIT staff member or an EIT Governing Board member;
- the applicant is in any other situation that could cast doubt on his/her ability to participate in the traineeship, or that could reasonably appear to do so in the eyes of an external third party.

2.6 Other conditions

Applicants are required to have a general behaviour compatible with the security requirements of the EIT⁹ and to be fit to perform the tasks.

3. Requirements: Selection criteria

Selection criteria

Applications will be assessed against the following criteria:

- Clearly indicating the two (2) preferred areas as listed under 1. Job profile;
- Knowledge (by training or experience) relevant to one or more of the areas selected;
- Studies or initial work experience in an international or multicultural environment;
- In the motivation letter, clearly explaining and demonstrating with examples your level of interpersonal and communication skills, and the ability to take initiative;

⁸ In case of designation of further EIT Innovation Communities by the EIT Governing Board, this rule shall cover those EIT Innovation Communities as well.

⁹ Prior to the appointment, the successful candidate will be asked to provide a criminal record extract confirming the absence of any criminal record.



- Proven knowledge of MS Office skills (Excel, Word, etc.).

4. The selection process

4.1 How to apply

Please consult the **Guide for Applicants** on the EIT website at <https://eit.europa.eu/collaborate/careers> which contains detailed instructions to help you submit your application correctly.

Only applications submitted through the EU CV Online system¹⁰ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure.

In order to facilitate the selection procedure, we accept applications submitted **only in English** (the working language of the EIT).

Before applying, you should carefully check whether you meet all the eligibility criteria, mentioned in point 2. Eligibility criteria.

Please clearly indicate in the motivation letter of your application the points mentioned in 3. Selection criteria., namely:

- Two (2) preferred areas as listed under 1. Job profile;
- Knowledge (by training or experience) relevant to one or more of the areas selected;
- Studies or initial work experience in an international or multicultural environment;
- Clearly explaining and demonstrating with examples your level of interpersonal and communication skills, and the ability to take initiative;
- Proven knowledge of MS Office skills (Excel, Word, etc.);

Failing to submit a motivational letter and indication of the profiles selected may result in the disqualification from the selection procedure.

The assessment of applications which meet the eligibility criteria (in order to be placed on the shortlist) will be based on the application submitted.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered.

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

¹⁰ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.



Deadline for applications:

Tuesday, 15 September 2026 (13:00 PM Brussels/Budapest time)

[APPLY](#)

4.2 Admission to the selection procedure

The eligibility check is completed by the EIT Human Resources which draws up a long list of candidates meeting the eligibility criteria. Based on this long list, the pre-selection is carried out by a Selection Board (SB) made up of EIT staff. The work of the SB is confidential, and its decisions are final.

Based on motivation, qualifications and/or experience as reflected in the CV and motivation letter, the selection committee draws up a short list of candidates.

Please note that once the shortlist is established by the selection committee, every candidate will receive a notification on the result of the selection procedure, whether their name is placed on the shortlist or not.

The shortlist will be valid until **31 December 2027** and may be extended based on the budgetary and organisational needs of the EIT.

After placement on the shortlist, the EIT will contact the shortlisted candidates to perform the final selection when a traineeship position becomes vacant. The final selection is made by the EIT Director and/ or the relevant Heads of Unit (depending on the profile indicated by the candidate).

Candidates may also be selected for profiles different from what they indicated in their application. Candidates may be required to undergo an online interview with the relevant Head of Unit, and the final selection is confirmed by the EIT Director.

4.3 Recruitment procedure

Successful applicants are informed by email of the proposed start date of the traineeship and the list of final documents they should provide prior to commencement of the traineeship.

Recruited trainees are obliged to provide any forms and certificates required by the EIT HR at the time of their recruitment. They are responsible for ensuring that they have the valid documents to enter and stay in Hungary (or Belgium) during the traineeship, where applicable, and that as in Decision 14-2025¹¹, that «Trainees who are nationals of countries outside the EU, EEA, EFTA and EU candidate countries are solely responsible for obtaining and maintaining all necessary visas and residence permits for the entire duration of their traineeship. The required visa and residence permit must be obtained before the start

¹¹ Ares(2025)2685035



of the traineeship, as they are a precondition for signing the traineeship contract and taking up duties at the EIT.

Applicants can only be offered a single contract for a given traineeship period. Applicants who decline a contract offer will remain in the shortlist. They may also re-apply for a subsequent traineeship by submitting a new application, together with all supporting documents.

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent traineeship. It is, however, necessary to submit a new application, together with the requested supporting documents.

Trainees may not be recruited if a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

The keeping of files respects Regulation (EU) 2018/17251 regarding personal data, whether the applications gave rise to recruitment or not.

4.4 Other important information

The text of this call for applications contains all the information required. Nevertheless, if you have further questions, please contact the EIT via traineeship@eit.europa.eu, clearly mentioning the reference of the call for applications and the nature of your request.

For detailed information on the EIT traineeship programme, applicants are advised to read carefully the Rules governing the Traineeship Scheme of the EIT published on the EIT website.

5. General information

5.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

5.2 Selection committee

A selection committee will be appointed to carry out the evaluation of applications to this vacancy and draw up the short list. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden and may lead to disqualification from the selection process.

5.3 Approximate timetable

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website. The traineeship is foreseen to start in Q1 2027.



5.4 Conditions of employment

Trainees will be awarded a monthly grant. The net amount of the traineeship grant based on current salary adjustments is 1,500 EUR¹³.

The traineeship programme is for a period of six months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances¹³.

Sickness and accident insurances are compulsory and the EIT does not provide such coverage. Trainees must take out these insurances and proof of the coverage must be presented to EIT HR prior to the start of the traineeship period.

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

Recruited trainees will receive the following fixed travel grant to contribute to their travel expenses between the place of recruitment and place of employment:

- 300 euros, where the place of recruitment is in an EU Member State;
- 400 euros, where the place of recruitment is outside of the EU.

Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel grant.

The trainee must complete a minimum of 3 months of the traineeship period to qualify for the travel grant and submit a self-declaration confirming the place from where they are recruited along with the proof of travel (i.e. boarding pass/flight ticket, train ticket, when traveling by car- petrol receipts/motorway payment).

Trainees whose contracts are extended shall not benefit from an additional travel grant.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on EIT grants by virtue of the laws in force in the country concerned. A certificate for tax purposes will be provided at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

5.5 Protection of personal data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and

¹³ More information is set out in Article 13 of the [Rules governing the traineeship scheme of the EIT](#).



repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter “the Data Protection Regulation of the European institutions”).

For more information concerning the protection of personal data, please consult the privacy statement (Annex III of the Rules governing the Traineeship Scheme of the EIT).

[Continue here for the application form:](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces