TRAINEESHIP PROFILE

COMMUNICATION AND PROMOTION UNIT - ICT/WEB (CPU-ICT/WEB)

Description of the work

The trainee will provide support in the Communication and Promotion Unit (CPU) and carry out technical, Web & ICT tasks to ensure effective implementation and administration of information systems to support the Agency's ICT services.

Reporting to the ICT Manager, the trainee may be called on to assist in the following tasks:

- Conduct functional and technical analyses
- Design technical solutions
- Respond to Web & ICT problems and provide solutions
- Support in planning and coordination of Web or ICT projects
- Provide necessary support to the Web & ICT staff for the achievement of their projects.
- Document Web & ICT solutions

The tasks could be performed in various Web & ICT areas, such as:

- Websites
- Data visualisation Tools
- ICT applications
- Web applications
- Web statistics
- ICT security
- ICT Infrastructure
- Monitoring, alerting and reporting
- ICT audits
- Web & ICT policies

The trainee will have the possibility to participate in a number of meetings with the objective of learning how the Agency works and interacts with its stakeholders.

A study visit to Brussels and/or Luxembourg is envisaged. Such study visit will be considered as a mission, and for its reimbursement the relevant provisions applicable to EU-OSHA will apply.