

EUI REMUNERATED TRAINEESHIP OPPORTUNITY

Trainee in the Legal Advisor and Data Protection Office

Located in the Tuscan hills overlooking the city of Florence, Italy, the [European University Institute](https://www.eui.eu) (EUI) is a renowned transnational hub of interdisciplinary research and higher learning. Founded in 1972 by the members of the then European Communities, today the EUI is the leading institute in Europe dedicated to the social sciences and humanities. The three pillars of its activities are the training of early-stage researchers through excellent research, policy-relevant research, and the training of current and future policymakers. Committed to global engagement, diversity, inclusiveness, and improved accountability, the EUI fosters a collaborative and forward-thinking environment that connects scholars and policymakers worldwide. The EUI also hosts the Historical Archives of the European Union.

The European University Institute is looking for a highly motivated trainee to support the work of the Legal Advisor and Data Protection Office (LAO-DPO)

The LAO-DPO performs their activity under the guidance of the President, as well as the joint supervision of the Secretary General and the Chief Operating Officer.

The main tasks and functions of the LAO include:

- Providing legal advice in all fields of law, also highlighting concerns and providing advance warning of potential legal issues and risks that are brought to the attention of the Legal Advisor;
- Representing and defending the position of the EUI during meetings; the Legal Advisor may also assist the EUI in judicial and extrajudicial proceedings;
- The overall improvement and revision towards the consistency as well as quality of the EUI's legal framework and its interpretation;
- Liaising with the Legal Advisors of other institutions and bodies of the European Union or other international organisations, to promote the exchange of knowledge and best practices.

The main tasks and functions of the DPO include:

- Ensuring respect for data protection principles within the EUI;
- Advising the senior management of the EUI and the Data Controllers;
- Provision of information, raising awareness, monitoring compliance and assisting in the handling of complaints in the field of data protection;
- Acting as a permanent adviser to the EUI Ethics Committee. In this role, the DPO provides data protection assessments to the members of the EUI community on the processing of personal data for research purposes.

The selected candidate will work under the guidance of the LAO-DPO team, actively contributing to the Office's daily operations while gaining hands-on experience in a dynamic intergovernmental research university.

This traineeship offers a unique opportunity to deepen practical knowledge in legal research, document drafting, contract review—including public procurement—and data protection compliance. By supporting key activities, the trainee will not only enhance their understanding of institutional legal frameworks but also play a meaningful role in advancing the Office's operations.

Type and Duration:

- 12 months;
- Full time (Monday to Friday; 8 hours/day);
- Indicative starting date: 1 February 2026

Conditions for Eligibility

Candidates must:

- Be nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States may be accepted on the basis of a specific agreement of the Secretary General and according to available resources. Under exceptional circumstances, specific traineeships can be made available solely to nationals of specific States, including EU and non-EU States; In accordance with [President's Decision no. 4/2025](#), Ukrainian nationals are also eligible to apply;

AND

- Have completed the first cycle of university studies and obtained a full degree or its equivalent by the closing date for applications. The minimum national qualifications required by the legislation in the country where the diploma was obtained are available [here](#).
- Have obtained their last university diploma no longer than three years prior to the deadline for applications. The three years rule is not applicable for trainees enrolled in further university studies at the moment of their application for the traineeship at the EUI.

AND

- Have a good knowledge of one of the EUI's official languages and a satisfactory knowledge of another language, taking into account that English, French and Italian are the main working languages at the Institute.

All rules governing the traineeship refer to [the President's Decision no. 16/2023](#) and [President's Decision no. 4/2025](#).

IMPORTANT: Please note that applicants who do not meet the above conditions should not apply and may not receive any response if they choose to do so.

Qualifications required:

- Are studying for a first (post-secondary education) degree in Law, or have already obtained a university degree in Law;
- A good knowledge of spoken and written English (CEFR level: B2 or above).

Advantageous:

- Demonstrated sense of accountability, integrity, accountability, and discretion in handling sensitive information, with attention to detail;
- Proven organisational skills, with strong focus on delivering results and being goal-oriented;
- Previous experience in a multicultural or international environment.

Candidates invited for an interview may also be assessed for the following competencies:

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Competencies related to the Service:

- Legal analysis
- Effective collaboration and teamwork
- Initiative and proactive approach to tasks
- Accountability and confidentiality

Competencies specific to the post:

- Willingness to learn and a strong interest in further developing legal and institutional skills
- Demonstrated strong interpersonal and communication skills, with the ability to work effectively in a multicultural environment

Benefits

- Maintenance grant of **€ 1,490 per month** (as of 1 October 2025);
- Reimbursement of travel expenses incurred at the beginning and end of the traineeship (for trainees recruited outside of Florence);
- 40% discount on one lunch per day at the EUI canteen;
- Access to EUI facilities: [Library](#), Reading Rooms, [Centre for Academic Literacies and Languages](#);
- Participation in professional training, [public seminars](#), [workshops](#) and [extracurricular activities](#), including wellbeing initiatives;
- Experience in an international institution and research university, becoming part of a vibrant and dynamic multicultural community;
- Development of creativity and innovation skills;
- Improvement of organizational and time management skills;
- Enhancement of language skills, interpersonal communication, and intercultural teamwork abilities.

TO APPLY:

Fill in the [online application form](#) and upload documents (CV, cover letter) as requested. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline to apply: 24 November 2025 at 23:59 CEST

Shortlisted candidates will be invited for an interview. Please note only candidates invited for interviews will receive information from the EUI on the selection status.

Should you have difficulties in submitting your application, please send an email to the following e-mail address: Traineeships@EUI.eu

For more information on traineeships at the EUI, visit the dedicated [webpage](#).