

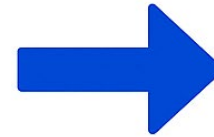
# Jornada Informativa: trabajar en las Instituciones europeas

Alberto PAOLETTI - Funcionario del Parlamento Europeo (DG COMM)



# TEMAS

1. Primeros pasos



2. Elige tu camino



3. Consejos prácticos



# Primeros pasos

01

# 3 MILESTONES



# QUIEN?

## THE PRESIDENT

*Roberta Metsola*



## THE SECRETARY-GENERAL

*Alessandro Chiochetti*



**POLITICAL GROUPS**



**EP SECRETARIAT**

(Administration)



**8**

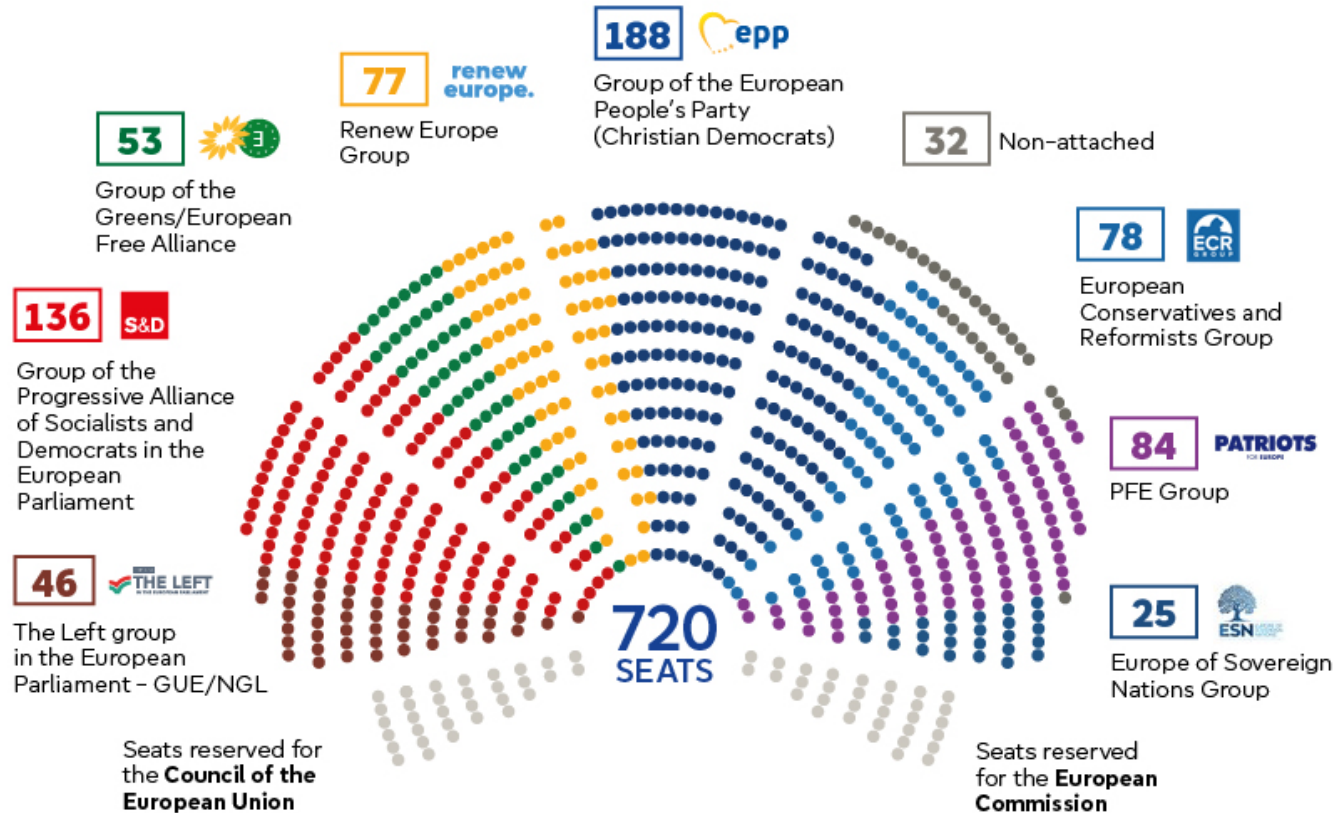
**Political Groups  
+ Non-attached Members**

**16**

**Directorates General  
+ Legal service**

## Organización y estructura del Parlamento Europeo

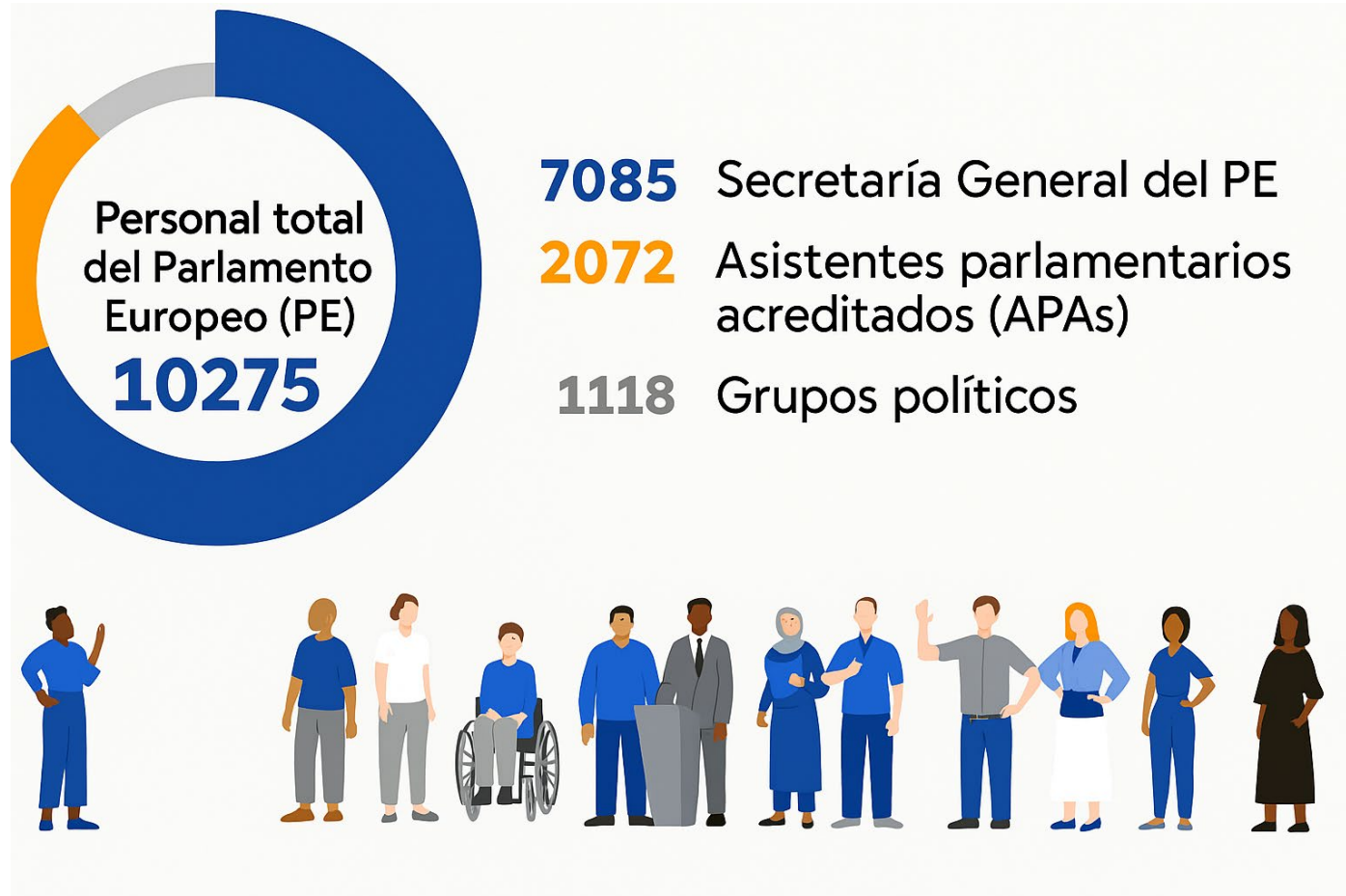
# QUIEN?



Figures as of 7 March 2025. For the latest data, visit [www.europarl.europa.eu/plenary](http://www.europarl.europa.eu/plenary)

According to Parliament's rules of procedure, a political group shall consist of at least 23 Members elected in at least seven Member States.

# El personal



# QUE HACE EL PARLAMENTO EUROPEO?

## 3 ejemplos

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Noticias  
Parlamento Europeo

Sala de prensa ▾ Orden del día ▾ Preguntas frecuentes Dosier de prensa

El cargador universal para dispositivos móviles llegará por fin en 2024

Notas de prensa [SESIÓN PLENARIA](#) [EMCO](#) 04-10-2022 - 12:21



Los nuevos dispositivos móviles vendidos en la UE deberán contar con un puerto USB-C antes de que acabe 2024 © PheelingsMedia / Adobe Stock

Facebook icon, X icon, LinkedIn icon, WhatsApp icon

Temas  
Parlamento Europeo

Premio Sájarov Igualdad de género Funcionamiento de la UE Ucrania Presupuesto de la UE Todos los temas

Temas > [Derechos de los consumidores](#) > Itinerancia como en casa: extensión del roaming durante diez años más

### Itinerancia como en casa: extensión del roaming durante diez años más

El programa "Itinerancia como en casa" permite hacer llamadas, enviar mensajes y navegar desde el teléfono móvil sin costes extras desde cualquier parte de la Unión Europea.

Publicado: 20-10-2021  
Última actualización: 30-07-2024 - 15:16  
Tiempo de lectura: 3 minutos



Mobile communications. keep on roaming!

Noticias  
Parlamento Europeo

Página de inicio Sala de prensa ▾ Orden del día ▾ Preguntas frecuentes Dosier de prensa

Sala de prensa / Los plásticos de un solo uso, prohibidos a partir de 2021

### Los plásticos de un solo uso, prohibidos a partir de 2021

Notas de prensa [SESIÓN PLENARIA](#) [ENVI](#) 27-03-2019 - 17:46

- Platos y cubiertos de plástico, bastoncillos para los oídos y pajitas tendrán que desaparecer
- Objetivo de recogida del 90% de las botellas de plástico en 2029
- Aplicación más estricta del principio "quien contamina paga"



**Elegir tu**  
**camino**

**02**

# 3 PREGUNTAS

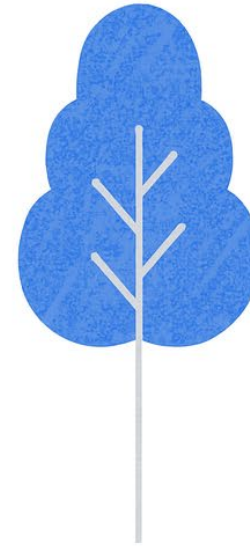
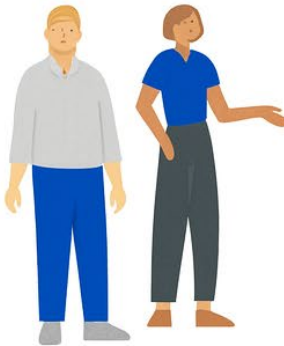
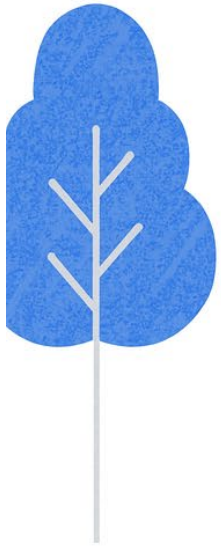


## Cuestiones preliminares

 ¿Qué busca el mercado?

 ¿Cuál es tu punto fuerte?

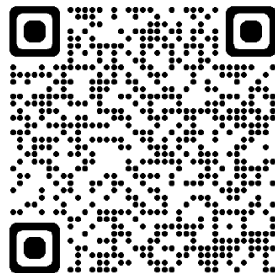
 ¿Qué es lo que te gusta?



# DONDE?

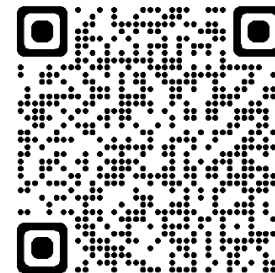


- European Personnel Selection Office selects staff for all EU institutions and agencies
- Each institution can recruit from the list of successful candidates
- EPSCO organises joint competitions for EU institutions



# European Parliament

- Parliament conducts specialised selection procedures and competitions specific to Parliament's work
- Submit a 'spontaneous application'
- Apply for these positions through our dedicated platform : APPLY4EP





# Plazo de candidaturas abierto

## **CORRECTORES DE PRUEBAS/VERIFICADORES LINGÜÍSTICOS PARA LAS LENGUAS ALEMÁN, BÚLGARO, DANÉS, FINÉS, FRANCÉS, INGLÉS, IRLANDÉS, LITUANO, MALTÉS, NEERLANDÉS, RUMANO Y SUECO**

Fin de la publicación en el sitio externo : 30/05/2026 17:00

- Luxemburgo

**VÉASE EL ANUNCIO**

Work with us

# Staff categories

## 1. Officials

- Appointed for an **indefinite time**
- **Open competition** managed by EPSO
- Various fields of work

## 2. Temporary agents

- **Fixed term** contract
- Assistant or Administrator
- **APPLY4EEPSO's** website and websites of political groups

## Work with us

### 3. Contract agents

- Fixed term contract
- **CAST** permanent procedure organised by EPSO
- Parliament also publishes Calls for expression of interest
- Different **job profiles**

### 4. Accredited Parliamentary Assistant (APA)

- Work for an **MEP** or a **Political Group**
- First contract: minimum 6 months
- **Fixed-term** contract



# Schuman traineeships

- 5 months duration
  - **March** – July (apply in October)
  - **October** – February (apply in May)
- 450+ trainees each session
- Working places: Brussels, Luxembourg, Strasbourg, EPLOs
- Paid traineeship:  $\approx$  € 1 667/month (regularly updated)



# Schuman traineeships

## Who can apply?

- Be aged 18+
- Hold a university level diploma
- EU Member State nationality (or accession/candidate country exceptionally 3rd countries allowed)
- No previous experience of +2 months in official EU institutions/bodies
- Language requirements: thorough knowledge of one EU official language + very good knowledge of a second



# MEP traineeships

- Selection done directly by a Member of the European Parliament
- Duration: 6 weeks to 5 months (possible exceptional extension of +4 months)
- All year round
- Minimum academic qualification: secondary school
- Paid traineeship: up to 1638 €/month (regularly updated)
- Application (CV, cover letter) directly to MEP office.



Becas

Work with us

# Additional opportunities for people with disabilities

## Positive Action Programme

- Recruited as contract agents
- From all backgrounds
- Long-term impairment of at least 20%

## Positive Action Scheme

- Traineeship for people with a disability
- Reasonable accommodation
- Long-term impairment of at least 20%



# Study Visits in the Secretariat

- Opportunity for a detailed study of specific subjects related to European integration
- Research in the EP library or historical archives also possible
- Open to all nationalities
- Study Visitors must be aged +18
- Duration: between 1 day and 2 months
- All year round
- Unpaid
- Application:
  - Personal statement detailing the subject, dates and DG
  - CV, ID card or passport and Criminal Record



Applications and questions: [PESS-studyvisits@europarl.europa.eu](mailto:PESS-studyvisits@europarl.europa.eu)



## Study Visits with a Member

- Opportunity for a detailed study of specific subjects related to European Union
- Location: Brussels or Strasbourg MEP offices
- Open to all nationalities
- Duration: maximum 6 weeks
- All year round
- Application: directly with MEP office



Questions? [PERSEPTtrainees@europarl.europa.eu](mailto:PERSEPTtrainees@europarl.europa.eu)

Becas y oposiciones

**DONDE?**

Becas y oposiciones

**DONDE?**

## Becas y oposiciones

# DONDE?



European Personnel  
Selection Office

Español (ES) ▼

[Home](#) [Acerca de la EPSO](#) [Trabajar para la UE](#) [Proceso de selección](#) [Work for the EU](#) [Información](#)

### Upcoming opportunities

#### Other competitions in 2025 (month and date to be confirmed)

Publication of a competition for **generalist administrators** (grade AD5)

Publication of a competition for **secretaries** (grade AST/SC)

Publication of a **Luxembourg-specific competition** (Profile to be confirmed, towards the end of 2025).

## Schuman traineeship offers in the European Parliament

### FILTER OFFERS

#### DOMAIN

● **Display all**

- [Communication \(127\)](#) >
- [Employment, Economics and Finance \(11\)](#) >
- [Infrastructure and Logistics \(15\)](#) >
- [Law \(34\)](#) >
- [International Relations \(56\)](#) >
- [EU Internal Policies \(67\)](#) >
- [Administration \(83\)](#) >
- [IT \(27\)](#) >
- [Multilingualism \(82\)](#) >

#### DIRECTORATE-GENERAL

● **Display all**

- [Directorate-General for Budgetary Affairs \(8\)](#)
- [Directorate-General for Citizens' Rights, Justice and Institutional Affairs \(16\)](#)
- [Directorate-General for Cohesion, Agriculture and Social Policies \(14\)](#)
- [Directorate-General for Communication \(130\)](#)
- [Directorate-General for Economy, Transformation and Industry \(17\)](#)
- [Directorate-General for External Policies of the Union \(42\)](#)
- [Directorate-General for Finance \(21\)](#)
- [Directorate-General for Information Technologies and Cybersecurity \(19\)](#)
- [Directorate-General for Infrastructure and Logistics \(13\)](#)
- [Directorate-General for Logistics and Interpretation for Conferences \(18\)](#)
- [Directorate-General for Parliamentary Democracy Partnerships \(11\)](#)
- [Directorate-General for Parliamentary Research Services \(23\)](#)
- [Directorate-General for Personnel \(26\)](#)

### FIND A TRAINEESHIP OFFER

#### Keywords research

### 502 AVAILABLE TRAINEESHIPS

Directorate-General for Communication  
**European Parliament Liaison Office in Hungary - Post A: Press**

[SEE THE OFFER](#)

3 people have already applied

Directorate-General for Communication  
**European Parliament Liaison Office in Hungary - Post B: Public Relations**

[SEE THE OFFER](#)

4 people have already applied

Directorate-General for Communication  
**Media Intelligence Unit - Post B**

[SEE THE OFFER](#)

11 people have already applied

Directorate-General for Communication  
**Procurement, Contracts and Grant Management Unit**

[SEE THE OFFER](#)

6 people have already applied

Directorate-General for Communication  
**Info Hub - Post A**

[SEE THE OFFER](#)

7 people have already applied

Directorate-General for Parliamentary Research Services  
**Ex-Ante Impact Assessment Unit**

[SEE THE OFFER](#)

4 people have already applied

## Otras oportunidades

[Oficina de Publicaciones](#)[Derecho de la UE](#)[Datos europeos](#)[Convocatorias de concursos de la UE](#)[Resultados de investigaciones de la UE](#)[Quién es quién en la UE](#)[Publicaciones de la UE](#)[Oficina de Publicaciones](#) > [Hogar](#)[Compartir](#) [Ayuda](#)[Hogar](#)[Agenda](#)[Registro](#)[Declaración de privacidad](#)[Ediciones anteriores](#) 

# TED-together

[#TEDTogether2025](#)

Joint meeting for eSender, Reuser,  
eProcurement Ontology and ESPD communities

### TED-juntos

#### Reunión conjunta para las comunidades de eSender, Reuser, eProcurement Ontology y ESPD

Acto organizado por la Oficina de Publicaciones de la Unión Europea

27-28 de noviembre de 2025

La Oficina de Publicaciones de la Unión Europea se complace en anunciar la próxima 2ª edición del evento 'TED-together'. Centrado en TED (Tenders Electronic Daily) y en los datos de contratación pública de la UE, tendrá lugar los días 27 y 28 de noviembre de 2025 en formato híbrido en Luxemburgo y en línea.

Consejos  
prácticos

03

# 3 CONSEJOS





DZIĘKUJĘ

DĚKUJU

KIITOS

GRACIAS

MERCI

TAK

DANKE

GRAZZI

TÄNAN  
TEID

HVALA

PALDIES

ΣΑΣ  
ΕΥΧΑΡΙΣΤΩ

THANK  
YOU

TAPADH  
LEAT

GRAZIE

БЛАГОДАΡЯ  
ВИ

AČIŪ

DAKUJEM

KÖSZÖNÖM

HVALA

OBRIGADO

MULTUMESC

BEDANKT

TACK