

Traineeship Programme 2021 - 2022

Digital Services and Facilities (DSF) - Corporate Services

Which tasks are expected in this sector?

The DSF trainee will work within the Digital Services & Facilities sector in the Corporate Services Department where he/she will undertake the following tasks:

- Assist in the maintenance and content management of the FRA Intranet pages to enhance the existing content and features.
- Assist in the configuration and testing of the Agency's IT systems including Intranet, Document Management System and Project Management application.
- Assist in the development of reports using Business Analytics and reporting tools including Excel Online and PowerBI.
- Assist in the software customisation, configuration and testing of digital solutions and tools using Microsoft based technologies.
- All tasks will be performed under the supervision of the Head of Sector DSF. The trainee should have the willingness to learn and gain knowledge on the technologies used by the Agency including but not limited to Microsoft SharePoint, HTML, analytics and other cloud services.