

VACANCY NOTICE ETF/REC/12/01

Senior Specialist in vocational education and training (VET) policy and system development

Contract: Temporary Agent – Function Group AD, Grade 9

Contract duration: 5 years (subject to a probation period of 6 months)

The Employer: European Training Foundation

The European Training Foundation (ETF) is an EU agency that helps transition and developing countries¹ to reform their education, training and labour market systems.

At the ETF we believe that the development of human resources through education and training is vital in encouraging sustainable economic growth, employability and social inclusion in transition countries.

Our purpose is to improve people's lives, increase local prosperity and create sustainable growth. Our work in human capital development (HCD) is part of the EU's external relations policy.

Based in Torino, northern Italy, the ETF has a staff of approximately 130 people.

The ETF provides an exciting and flexible working environment with a high level of individual responsibility. As a learning organisation we encourage and offer our staff excellent opportunities for continued professional development.

To find out more about the ETF and what we do, please go to: www.etf.europa.eu.

The Department

ETF operational work is divided into three departments, each with specific responsibilities contributing to the mission of the ETF.

The Thematic Expertise Development Department (TED) defines and develops thematic policy approaches and methodologies to HCD reform; it supports regional teams in the application of those approaches and methodologies in partner countries; and places ETF as an international centre of expertise.

The Geographical Operations Department (GEO) defines and implements the annual work programme in the countries and regions and is the main interface with partner countries and the EU external policy services.

The Evidence Based Policy Making Department (EBPMD) develops approaches to capacity building, evidence based policy making including the analytical framework for the Torino Process and knowledge management.

The activities of each department are shaped by the human capital development needs of each country, the priorities of the EU, and the developments of international organisations.

For more detailed information, please refer to the ETF Work Programme 2012.

¹ The ETF partner countries and territories are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Egypt, former Yugoslav Republic of Macedonia, Georgia, Iceland, Israel, Jordan, Kazakhstan, Kosovo (under UNSCR 1244), Kyrgyzstan, Lebanon, Montenegro, Morocco, occupied Palestinian territory, Republic of Moldova, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan.

Job profile

As senior specialist in VET policy and system development in TED, the jobholder will be expected to:

- Lead in the provision of policy analysis and guidance to EU institutions and partner countries;
- Undertake in-depth country and regional analyses in the fields of VET system assessment and VET policy development;
- Design, lead and facilitate policy learning processes with partner country stakeholders, including capacity building;
- Lead in the development of ETF thematic knowledge and methodologies by drafting position papers, contributing to internal and external thematic development initiatives and keeping abreast of international and EU developments;
- Guide the work of specialists and junior specialists in the fields of VET system and VET policy development;
- Participate in the work of country teams to design and deliver partner country strategies.

In addition, the jobholder may also be asked to lead a project team including taking the responsibility for the sound management of resources.

Eligibility Criteria

To be considered eligible, applicants must satisfy the following requirements on the closing date for the submission of applications:

1. Be a national of an EU Member State or ETF partner country or territory²;
2. Enjoy full rights as a citizen;
3. Have fulfilled any obligations imposed by law concerning military service;
4. Be physically fit to perform the duties linked to the post;
5. Have a level of education which corresponds to completed university studies of at least four years attested by a diploma, followed by **at least twelve years of appropriate professional experience**;
or
Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by **at least thirteen years of appropriate professional experience**;
6. Have a thorough knowledge of one of the languages of the Communities and have a satisfactory knowledge of another, to the extent necessary for the performance of the duties.

Selection Criteria

Candidates are required to possess the competences and skills listed below:

TECHNICAL

- In-depth proven knowledge and experience in VET policy and system development as well as in at least two of the following areas:
 - Quality in VET;
 - Teaching and learning, including key competences;
 - Governance and financing;
 - VET system assessment.
- Excellent skills in guidance and analysis of national VET policy and system development;
- Very good skills in policy guidance and analysis of EU VET policies, instruments and tools;
- Excellent project and process management skills;
- Excellent³ writing, reading, speaking and listening skills in English.

² see footnote 1.

CORE

- Excellent analysing skills – i.e. the ability to grasp and analyse complex and wide-ranging questions, issues or information, to tackle issues and problems in a logical, step by step way, to have a systematic approach to analysing ETF issues;
- Excellent communication and negotiating skills – i.e. the ability to organise and present (in oral and written terms) information, express opinions, views and concepts in a concise, understandable and interesting way for a variety of multi-cultural audiences within the ETF and/or externally bearing in mind the ETF's context;
- Very good service orientation skills - i.e. the ability to discover ETF customer/stakeholders' underlying needs and/or to deliver solutions that meet needs, to provide added value and exceed expectations. To take care of both internal and external customers and to be able to anticipate their needs;
- Excellent adapting skills – i.e. the ability to adapt programmes and views to meet contextual needs;
- Very well developed organisational and executional skills – i.e. the ability to design and implement suitable solutions, to achieve tangible results while fulfilling commitments (deadlines, budgets, objectives etc.) and respecting high standards of quality and performance;
- Very good team working skills – i.e. the ability to establish and maintain excellent working relations at all levels in the multicultural context of the ETF both at team and individual levels. The ability to share a common goal and the responsibility for achieving it within a group.

Furthermore, it would be advantageous to have one or more of the **assets** listed below:

ASSETS

- Good knowledge⁴ of French, and/or Arabic, and/or Russian and/or any other language spoken in the ETF partner countries;
- Knowledge of the context of the ETF partner countries.

Selection Procedure

Please note that the Selection Assessment Board's (SAB) work and deliberations are strictly confidential and any contact with them is prohibited.

The selection procedure will be carried out in three phases:

Phase 1 – Screening of CVs

1.1 ELIGIBILITY

Compliance with the **eligibility criteria and the formal requirements** will be assessed on the basis of the form and content of the requested documents (see the "Formal Requirements" paragraph in the section "Submission of applications").

1.2 SELECTION FOR INTERVIEW

On the basis of the CV and the Selection Criteria form provided, the SAB will assess applications against the requested profile and the selection criteria. Applicants whose CV and Selection Criteria form are judged to be most in line with the above criteria will be invited for an interview and tests.

Phase 2 –Interviews and tests

The SAB will assess the competences and skills of the applicants, as well as the declared assets by means of an interview and tests.

This phase is expected to take place mid-April 2012 and will be held primarily in English.

The interview and technical tests will cover the following areas:

- General aptitude and language skills to the extent necessary for the performance of the duties linked to the post;
- Specific competences according to the job profile;
- Knowledge of European integration and its institutions.

³ Equivalent to C1 level in all dimensions as defined in the European framework of reference for languages

⁴ Equivalent to B1 level in all dimensions as defined in the European framework of reference for languages.

Upon completion of this phase, the SAB will put forward a list of applicants considered the most in line with the job profile for the decision of the ETF Director.

Phase 3 – Appointment

On the basis of the list proposed by the SAB, the Director will appoint the successful candidate.

The Director may also decide to establish a list of other potentially suitable candidates.

This list will be valid for up to twelve months from the date of its establishment and its duration may be modified by a decision of the Director. Inclusion in this list does not guarantee being offered a job.

When a Senior Specialist position becomes vacant or needs to be covered, the Director may offer a job to a candidate in the list whose profile best matches ETF needs at that time.

Contractual Conditions

The contract of employment that may be offered to the successful candidate is a five-year short-term contract⁵, Temporary Agent, Function Group AD, grade 9, subject to a probation period of six months.

Temporary Agent contracts are in accordance with article 2(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS) of the European Communities.

Under this type of contract, the employee is bound by the CEOS as well as the relevant Implementing Rules.

The ETF will be bound to the contract of employment offered only in case the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all relevant documents proving his/her eligibility, including a clean police report;
- undergone a compulsory medical examination that establishes s/he meets the standard of physical fitness necessary to perform the duties involved.

You can find out more about the contractual conditions offered by the ETF in the Working at the ETF section of the ETF website.

REMUNERATION

- The basic monthly salary of a Temporary Agent, Function Group AD, in the first step of grade 9 is approximately EUR 7,100 before any tax and social security contribution deductions.
- Remuneration is based on the Community scale of salaries. Pay is subject to Community tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation on salary.
- In addition to the basic salary, various allowances, in particular family allowances and expatriation allowance (4% or 16% of basic salary) may be granted where applicable.

Submission of applications

Candidates are invited to send their applications via the ETF website, section the “Collaborate- tenders and careers”.

Applications may exceptionally be sent by fax to the ETF HR Unit at the following number: **(+39) 011 630 23 88** provided that they clearly quote the reference number **ETF/REC/12/01**.

The **closing date** for the submission of applications is **28 March 2012 at 23.59 (Central European Time)**.

FORMAL REQUIREMENTS:

The following documentation must **all** be provided **in English and by the closing date**:

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position;
- A **curriculum vitae** using the *Europass CV format*, available on the ETF website (**other formats will not be considered**);

⁵ The contract cannot be for an indefinite period. It may be renewed only once and for up to 5 years.

- The form named '**Selection criteria form**' available on the ETF website to indicate how the candidate matches each of the points under the Selection Criteria section.

Please note that only applications submitted online through the ETF website or by fax, using the *Europass CV format* and comprising all information and/or documents listed under "formal requirements" above and in English will be accepted.

If any one of the above listed documents is missing or eligibility criteria are not met, the application will not progress any further.

Due to the high volume of applications, only applicants invited for interview will be contacted further.

The application documents provided during the selection procedure will not be returned to candidates, but will be kept on file at the ETF for as long is necessary for the process and then destroyed.

EU legislation on personal data protection and confidentiality of information will apply to all personal data collected for this selection process.

More information is available in the Privacy policy for job applicants section of the ETF website.

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take lodge a complaint following the instructions available on the ETF website under the section on "Appeals".